2023-2024
AUTOMATED STAFF
INFORMATION DATABASE MANUAL

FOLLOWING ARE CHANGES AND REVISIONS FOR STAFF DATABASE REPORTING

~~2022-2023~~2023-2024 Staff Demographic Information

1. Submit this record during reporting periods 2 and 3 for all staff employed either on a full or part time basis during the payroll period that includes the FEFP survey week for reporting students. Contracted employees should be reported as well although they are not part of a district's payroll system.
   a. For purposes of clarifying "staff employed" in the statement above, "employed" means those scheduled to be paid during the payroll period that includes the FEFP survey week for reporting students. This would exclude any staff member that is active on the payroll system but not actively working and receiving a payroll check during the FEFP survey week. There may be staff reported with a Teacher Course record on the Student Database that are new to the district during Survey Week whose payroll cycle may not meet the payroll period for FEFP Survey Week. In such cases appropriate Staff Database format records should be submitted. [Note: Teacher Course record submissions are based on Student Course records of students in membership in survey week; therefore matching Staff information should be reported for those teachers.]
   b. During Survey Period 5, ~~Submit this record during reporting period 5~~ report this format for any staff member employed or contracted at any time during the fiscal year being reported and for any staff member who received benefits anytime during the fiscal year.
   c. During Survey Period 8, report this format for all instructional staff members for use in the Progress Monitoring and Reporting Network (PMRN). Required fields to be reported are: District Number; Social Security Number; Survey Period Code; Fiscal Year; School Number, Primary Home; Employee Name, Legal, Exempt from Public Records Law, Employee and Staff Number Identifier, Local. Data may be sent for other fields, but the data is not needed and default values will be loaded to the data base for the non-required elements.
2. SCHOOL NUMBER, PRIMARY/HOME: For staff members who operate out of the county office, the school number to be used in this field is 9001. Staff members assigned to schools must be reported at that school using the official state school number for that school. Itinerant staff should be reported either at the school that is considered their home location or at the district office.
3. SOCIAL SECURITY NUMBER: The social security number must be reported for all staff members employed. Districts must be certain to report the correct social security number for the staff member being reported. The number should be left-justified with a trailing blank. (For contracted or charter school staff for whom the school district does not have a Social Security Number, the district must assign a unique Staff Number Identifier. See Social Security Number data element.)
4. FLORIDA EDUCATORS CERTIFICATE NUMBER: The certificate number must be reported for all certificate personnel within the district. In addition to all instructional personnel, those administrative personnel who possess certificates should have their numbers reported.
5. SEPARATION DATE/REASON: Report these elements in reporting period 5 only. These elements apply only to employees who have separated from employment with the district entirely. If an employee who held more than one job with the district separates from one but not all jobs, that employee should not be reported as separated from the school system. Report Separation Date and Separation Reason for all employees who separated from district employment during the Fiscal Year being reported. Report Separation Date for any employee who has received benefits but was not employed during the Fiscal Year being reported. Do not report separation data on Substitutes unless they are regular full-time employees.
6. JOB CODE, PRIMARY: Submit this element in reporting periods 2, 3, and 5. During Survey 5, report the primary job code for the job the employee held during the regular school year. See Appendix E, (JOB CODE ASSIGNMENTS), in the DOE Information Data Base Requirements: Volume II - Automated Staff Information System for Job Codes.

7. DAYS PRESENT AND DAYS ABSENT: Report the elements, Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; Days Absent, Other in Survey 5.
8. READING ENDORSEMENT COMPETENCIES: All teachers who are providing intensive reading intervention through a reading course must have reading endorsement or certification. Progress towards endorsement/certification for Reading Coaches and others pursuing these credentials is reported here.
9. ERROR CODES: This field is used by the Department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the Department.
10. 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.

' * ' indicates key fields. (Click on the link to view or download a pdf version of the document)

Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	District Number *
2	3-12	10	A/N/L	Social Security Number *
3	13-13	1	N	Survey Period Code *
4	14-17	4	N	Fiscal Year *
5	18-21	4	N/R	School Number, Primary/Home
6	22-31	10	N/R	Florida Educators Certificate Number
7	32-73	42	A/N/L	Employee Name, Legal
8	74-79	6	A	Filler
9	80-80	1	A	Gender
10	81-81	1	A	Filler
11	82-84	3	N	Days Present

12	85-87	3	N	Days Absent, Personal Leave
13	88-90	3	N	Days Absent, Sick Leave
14	91-93	3	N	Days Absent, Temporary Duty Elsewhere
15	94-96	3	N	Days Absent, Other
16	97-97	1	A	Ethnicity
17	98-98	1	A	Race: American Indian or Alaska Native
18	99-99	1	A	Race: Asian
19	100-100	1	A	Race: Black or African American
20	101-101	1	A	Race: Native Hawaiian or Other Pacific Islander
21	102-102	1	A	Race: White
22	103-105	3	A/N	Filler
23	106-106	1	A	Separation Reason
24	107-111	5	N	Job Code, Primary
25	112-112	1	A	Transaction Code
26	113-114	2	A	Employee Type
27	115-122	8	N	Birth Date

28	123-123	1	A	Degree/Credential Earned
29	124-131	8	N	Employment Date, Current Position
30	132-139	8	N	Employment Date, Continuous Employment
31	140-147	8	N	Employment Date, Original Position
32	148-155	8	N	Separation Date
33	156-156	1	A	Exempt from Public Records Law, Employee
34	157-157	1	A	Paraprofessional Qualification
35	158-158	1	A	School Principal Certification Program
36	159-~~159~~163	5	A/N	~~Reading Endorsement, Competency 1~~ Filler
~~37~~	~~160-160~~	~~1~~	~~A~~	~~Reading Endorsement, Competency 2~~
~~38~~	~~161-161~~	~~1~~	~~A~~	~~Reading Endorsement, Competency 3~~
~~39~~	~~162-162~~	~~1~~	~~A~~	~~Reading Endorsement, Competency 4~~
~~40~~	~~163-163~~	~~1~~	~~A~~	~~Reading Endorsement, Competency 5~~
~~41~~37	164-164	1	A	Mentor/Supervising Educator
~~42~~38	165-165	1	A	Personnel Evaluation
~~43~~39	166-167	2	N	Personnel Evaluation, Instructional Leadership Component
~~44~~40	168-169	2	N	Personnel Evaluation, Instructional Practice

				Component
4541	170-171	2	N	Personnel Evaluation, Professional and Job Responsibilities Component
4642	172-173	2	N	Personnel Evaluation, Student Performance Component
4743	174-174	1	A	Personnel Evaluation, Measures of Student Performance
4844	175-208	34	A/N	Filler
4945	209-222	14	A/N	Florida Education Identifier
5046	223-232	10	A/N/L	Staff Number Identifier, Local
5147	233-240233	81	A/NA	Filler/Error CodesLiteracy Micro-Credential
48	234-234	1	A	Youth Mental Health Awareness Training
49	235-235	1	A	Reading Endorsement
50	236-240	5	A/N	Filler/Error Codes

Last Updated: 7/1/20223

Data Element #: 221829	Author: Pedro Moureu	Date Created:	5/12/2023
Element Name:	Literacy Micro-Credential		
Subject:	New Element		
Year: 2324			

Definition:

A code to indicate instructional personnel's completion or non-completion of the Emergent Literacy Micro-Credential (Birth-PreK), Elementary Literacy Micro-Credential (PreK-Fifth Grade), and/or Secondary Literacy Micro-Credential (Sixth - Twelfth Grade), per Section 1003.485, F.S., (December 31, 2022).

Per Section1002.63, prekindergarten instructor means personnel delivering the prekindergarten program.

Per Section 1012.01(2), F.S., instructional staff member means any K-12 staff member whose function includes the provision of direct instructional services to students. Instructional staff member also include K-12 personnel whose functions provide direct support in the learning process of students.

Code: Definition/Example

A	Yes, the instructional staff member has completed the Emergent Literacy Micro-Credential and the Elementary Literacy Micro-Credential.
B	Yes, the instructional staff member has completed the Emergent Literacy Micro-Credential and the Secondary Literacy Micro-Credential.
C	Yes, the instructional staff member has completed the Elementary Literacy Micro-Credential and the Secondary Literacy Micro-Credential.
D	Yes, the instructional staff member has completed the Emergent Literacy Micro-Credential, the Elementary Literacy Micro-Credential and the Secondary Literacy Micro-Credential.
E	Yes, the instructional staff member has completed the Emergent Literacy Micro-Credential.
L	Yes, the instructional staff member has completed the Elementary Literacy Micro-Credential.
N	No, the instructional staff member has not completed the Literacy Micro-Credential.
S	Yes, the instructional staff member has completed the Secondary Literacy Micro-Credential.
Z	Not applicable – the individual is not classified as instructional personnel.

Notes:

If an individual has completed more than one Literacy Micro-Credential, select code A, B, C, D, E, L, or S to indicate the specific Literacy Micro-Credentials that have been earned.

Included in the classification of instructional personnel are the following K-12 personnel: classroom teachers, student personnel services, librarians/media specialists, education paraprofessionals and other instructional staff.

Length: 1
Data Type: Alphabetic

Year Implemented: 2324
State Standard: NO

State Reporting: YES

Local Accountability: YES

FASTER: NO

Migrant Tracking: NO

Required Grades:

Programs Required:

Formats Required: Staff Demographic Information DB9 27x

Surveys Required (Yes, Default, Optional, Variable, None): Survey 2, Survey 3, Survey 5

OSS (DB2) & DQ2 Programming Changes Required: YES

Appendix: None

FORM 102- New Data Element

Data Element #: 221830	Author:	Judy Lenczyk	Date Created:	4/20/2023
Element Name:	Reading Endorsement			
Subject:	New Element			
Year: 2324				

Definition:
A code to indicate the instructional personnel's completion or non-completion of the Reading Endorsement per s.1012.586, F.S.

Code: Definition/Example

Y   Yes, the instructional personnel has completed the Reading Endorsement.

R   The instructional personnel has met the requirement through the K-12 Reading Certification Exam.

Z   No, the instructional personnel has not completed the Reading Endorsement.

Notes:

If an individual has completed one or more of the Reading Endorsement Competencies, but has not earned the full Reading Endorsement, select Z to indicate non-completion of the Reading Endorsement.

Completion of the Reading Endorsement should be reported to indicate that the instructional personnel meets the qualifications to deliver interventions per s. 1011.62(8)(e)2. Completion of this training should be reported regardless of whether or not the individual is currently delivering reading interventions.

Per (s).1012.01(2), F.S., Instructional personnel means any K-12 staff member whose function includes the provision of direct instructional services to students. Instructional personnel also includes K-12 personnel whose functions provide direct support in the learning process of students. Included in the classification of instructional personnel are the following K-12 personnel classroom teachers, student personnel services, librarians/media specialists, education paraprofessionals and other instructional staff.

Length: 1
Data Type: Alphabetic

Year Implemented: 2324
State Standard: NO

State Reporting: YES
Local Accountability: YES
FASTER: NO
Migrant Tracking: NO

FORM 102- New Data Element

Required Grades: K-12
Programs Required:
Formats Required: Staff Demographic Information DB9 27x
Surveys Required (Yes, Default, Optional, Variable, None):
 Survey 2, Survey 3, Survey 5
OSS (DB2) & DQ2 Programming Changes Required: NO
Appendix: None

FORM 102- New Data Element

Data Element #: 221828	**Author:** Pedro Moureu	**Date Created:**	**5/23/2023**
Element Name:	Youth Mental Health Awareness Training		
Subject:	New Element		
Year: 2324			

Definition: A code to indicate school personnel completion or non-completion of the Youth Mental Health Awareness Training required per section 1012.584, F.S. and State Board Rule 6A-1.094120, F.A.C. (November 22, 2022)

Code: Definition/Example

N   The employee has not completed the training and has at least one job code that requires it

T   The employee has completed the training and does not have at least one job code that requires it.

Y   The employee has completed the training and has at least one job code that requires it.

Z   The employee has not completed the training and does not have at least one job code that requires it.

Notes: Per sections 1012.584 and 1002.33, F.S. and State Board Rule 6A-1.094120, F.A.C., all public schools, including charter schools, must receive Youth Mental Health Awareness Training.

The positions that must receive Youth Mental Health Awareness Training pursuant to State Board Rule 6A-1.094120, F.A.C. are posted on the FDOE website.

Length: 1
Data Type: Alphabetic

Year Implemented: 2324
State Standard: YES

State Reporting: YES
Local Accountability: YES
FASTER: NO
Migrant Tracking: NO
Required Grades: NA
Programs Required: Not Applicable
Formats Required: Staff Demographic Information DB927x
Surveys Required (Yes, Default, Optional, Variable, None): Surveys 2, 3, and 5

OSS (DB2) & DQ2 Programming Changes Required: YES
Appendix: None

FORM 101- Data Element Change

Data Element #:	221812	Author:	Pedro Moureu	Date Revised:	6/9/2023
Element Name:	Reading Endorsement, Competency 1				
Subject:	Year Inactive		Year: 2324		
Revision Description:	Deleted data element – Staff Database				
DB2/DQ2 Programming Changes Required	Yes/~~No~~				

(Enter revision below with track changes.)

Year Deleted 2324

FORM 101- Data Element Change

Data Element #:	221813	Author:	Pedro Moureu	Date Revised:	6/9/2023
Element Name:	Reading Endorsement, Competency 2				
Subject:	Year Inactive		**Year: 2324**		
Revision Description:	Deleted data element – Staff Database				
DB2/DQ2 Programming Changes Required	Yes/~~No~~				

(Enter revision below with track changes.)

Year Deleted 2324

FORM 101- Data Element Change

Data Element #:	221814	Author:	Pedro Moureu	Date Revised:	6/9/2023
Element Name:	Reading Endorsement, Competency 3				
Subject:	Year Inactive		Year: 2324		
Revision Description:	Deleted data element – Staff Database				
DB2/DQ2 Programming Changes Required	Yes/~~No~~				

(Enter revision below with track changes.)

Year Deleted 2324

FORM 101- Data Element Change

Data Element #:	221815	Author:	Pedro Moureu	Date Revised:	6/9/2023
Element Name:	Reading Endorsement, Competency 4				
Subject:	Year Inactive		Year: 2324		
Revision Description:	Deleted data element – Staff Database				
DB2/DQ2 Programming Changes Required	Yes/~~No~~				

(Enter revision below with track changes.)

Year Deleted 2324

FORM 101- Data Element Change

Data Element #:	**221816**	Author:	**Pedro Moureu**	Date Revised:	**6/9/2023**
Element Name:	Reading Endorsement, Competency 5				
Subject:	Year Inactive		**Year: 2324**		
Revision Description:	Deleted data element – Staff Database				
DB2/DQ2 Programming Changes Required	Yes/~~No~~				

(Enter revision below with track changes.)

Year Deleted 2324

STAFF DEMOGRAPHIC INFORMATION – REJECT RULES

NEW EDIT FOR 2324

2Z. **Reading Endorsement codes must be Y, R or Z. -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 below would be rejected because the codes for Reading Endorsement are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement
03	123456789	2	****	Y
* 03	123456780	2	****	B
* 03	123456781	2	****	M

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 Reading Endorsement codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION – REJECT RULES

NEW EDIT FOR 2324

3A. **Literacy Micro-Credential codes must be E, L, S, A, B, C, D, N or Z. -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 below would be rejected because the codes for Literacy Micro-Credential are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement
03	123456789	2	****	L
* 03	123456780	2	****	F
* 03	123456781	2	****	M

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 Literacy Micro-Credential codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION – REJECT RULES

NEW EDIT FOR 2324

3B. **If the employee's Job Code places the employee on EEO lines 00, 43, 44, 48, 50, 52, 53, 54; then the Literacy Micro-Credential code cannot be E, L, S, A, B, C, D, N or Z.**
-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 would be rejected because the employee's Job Code is on EEO line 43.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary
03	123456789	2	****	72000
* 03	123456780	2	****	51081

**** = 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 Literacy Micro-Credential code and resubmit the records for processing.

3C.   Youth Mental Health Awareness Training code must be N, T, Y or Z. This edit only applies to Survey 2, 3, and 5. -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 below would be rejected because the codes for Youth Mental Health Awareness Training are invalid.

District Number	Social Security	Survey Period	Youth Mental Health Awareness Training
03	123456789	2	Y
03	123456780	2	P
03	123456781	2	F

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 Youth Mental Health Awareness Training codes and resubmit the records for processing.

DELETED FOR 2324

➡️ 11.   ~~Reading Endorsement, Competency 1 code must be N, R, Y or Z. This edit does not apply to Survey 8.   -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 below would be rejected because the codes for Reading Endorsement, Competency 1 are invalid.~~

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 1
~~03~~	~~123456789~~	~~2~~	~~****~~	~~Y~~
* ~~03~~	~~123456780~~	~~2~~	~~****~~	~~B~~
* ~~03~~	~~123456781~~	~~2~~	~~****~~	~~M~~

~~**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 Reading Endorsement, Competency 1 codes and resubmit the records for processing.~~

STAFF DEMOGRAPHIC INFORMATION – REJECT RULES

DELETED FOR 2324

➡️ **1E.** ~~Reading Endorsement, Competency 2 code must be N, R, Y or Z. This edit does not apply to Survey 8.   -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 below would be rejected because the codes for Reading Endorsement, Competency 2 are invalid.~~

~~District Number~~	~~Social Security Number~~	~~Survey Period Code~~	~~Fiscal Year~~	~~Reading Endorsement, Competency 2~~
~~03~~	~~123456789~~	~~2~~	~~****~~	~~Y~~
~~* 03~~	~~123456780~~	~~2~~	~~****~~	~~B~~
~~* 03~~	~~123456781~~	~~2~~	~~****~~	~~M~~

~~**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 Reading Endorsement, Competency 2 codes and resubmit the records for processing.~~

STAFF DEMOGRAPHIC INFORMATION – REJECT RULES

DELETED FOR 2324

➡️ **1F. Reading Endorsement, Competency 3 code must be N, R, Y or Z. This edit does not apply to Survey 8. -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 below would be rejected because the codes for Reading Endorsement, Competency 3 are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading, Endorsement Competency 3
03	123456789	2	****	Y
*03	123456780	2	****	B
*03	123456781	2	****	M

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 Reading Endorsement, Competency 3 codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION – REJECT RULES

DELETED FOR 2324

➡️ ~~**1G.** **Reading Endorsement, Competency 4 code must be N, R, Y or Z. This edit does not apply to Survey 8. -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 below would be rejected because the codes for Reading Endorsement, Competency 4 are invalid.~~

~~District Number~~	~~Social Security Number~~	~~Survey Period Code~~	~~Fiscal Year~~	~~Reading Endorsement, Competency 4~~
~~03~~	~~123456789~~	~~2~~	~~****~~	~~Y~~
~~* 03~~	~~123456780~~	~~2~~	~~****~~	~~B~~
~~* 03~~	~~123456781~~	~~2~~	~~****~~	~~M~~

~~**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 Reading Endorsement, Competency 4 codes and resubmit the records for processing.~~

DELETED FOR 2324

➡️ ~~**1H.**~~ ~~**Reading Endorsement, Competency 5 code must be N, R, Y or Z. This edit does not apply to Survey 8.**~~ ~~-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 below would be rejected because the codes for Reading Endorsement, Competency 5 are invalid.~~

~~District Number~~	~~Social Security Number~~	~~Survey Period Code~~	~~Fiscal Year~~	~~Reading Endorsement, Competency 5~~
~~03~~	~~123456789~~	~~2~~	~~****~~	~~Y~~
~~* 03~~	~~123456780~~	~~2~~	~~****~~	~~B~~
~~* 03~~	~~123456781~~	~~2~~	~~****~~	~~M~~

~~**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 Reading Endorsement, Competency 5 codes and resubmit the records for processing.~~

DELETED FOR 2324

➡️ ~~2G.~~ ~~If any of the five Reading Endorsement, Competencies codes = Z, then the~~ ~~codes for all Reading Endorsement, Competencies must be Z. This edit does not~~ ~~apply to Survey 8.~~ ~~-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 below would be~~ ~~rejected because the code for Reading Endorsement, Competency 1 is Z and the~~ ~~code for Reading Endorsement, Competency 4 is not Z.~~

~~District Number~~	~~Social Security Number~~	~~Survey Period Code~~	~~Fiscal Year~~	~~Reading Endorsement, Competency 1~~	~~Reading Endorsement, Competency 4~~
~~03~~	~~123456789~~	~~2~~	~~****~~	~~Z~~	~~Z~~
~~* 03~~	~~123456780~~	~~2~~	~~****~~	~~Z~~	~~Y~~
~~* 03~~	~~123456781~~	~~2~~	~~****~~	~~Z~~	~~N~~

~~**** = Valid fiscal year for data being reported~~

~~**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 Reading Endorsement, Competency codes so that either all or none of~~ ~~the Reading Endorsement, Competency codes are Z and resubmit the records for~~ ~~processing.~~

STAFF DEMOGRAPHIC INFORMATION – REJECT RULES

DELETED FOR 2324

➡ **2S.   If any of the five Reading Endorsement, Competencies codes = R, then the codes for all Reading Endorsement, Competencies must be R. This edit does not apply to Survey 8.   -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 below would be rejected because the code for Reading Endorsement, Competency 1 is R and the code for Reading Endorsement, Competency 4 is not R.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 1	Reading Endorsement, Competency 4
03	123456789	2	****	R	R
* 03	123456780	2	****	R	Y
* 03	123456781	2	****	R	N

**** = Valid fiscal year for data being reported

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 Reading Endorsement, Competency codes so that either all or none of the Reading Endorsement, Competency codes are R and resubmit the records for processing.

STAFF ADDITIONAL COMPENSATION - REJECT RULES

1. ____District Number must be numeric in the range 01-68, 71-75 or 80-82 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 ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

1.   District Number must be numeric in the range 01-68, or 71-75 or 80-82 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 BENEFITS - REJECT RULES

1.	**District Number must be numeric in the range 01-68, 71-75 or 80-82 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 DEMOGRAPHIC INFORMATION – REJECT RULES

1.   District Number must be numeric in the range 01-68, 71-75 or 80-82 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.

50. If District Number is not 71-75 or 80-82 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. This edit does not apply to Survey 8. -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	School Number, Primary/ Home	Job Code, Primary
* 03	123456788	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 EXPERIENCE - REJECT RULES

1.   **District Number must be numeric in the range 01-68, 71-75 or 80-82 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.

FISCAL YEAR BENEFITS - REJECT RULES

➡ **1. District Number must be numeric in the range 01-68, 71-75 or 80-82 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

1.   District Number must be numeric in the range 01-68, 71-75 or 80-82 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	123456789
* 00	123456789

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

1.   **District Number must be numeric in the range 01-68, 71-75 or 80-82 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

6.   **Multidistrict Employee, District Number must be numeric and in the range 01-68, 71-75, 80-82 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 PROFESSIONAL DEVELOPMENT - REJECT RULES

1.   District Number must be numeric in the range 01-68, 71-75 or 80-82 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.

14.   District Number, Where Professional Development Completed must be numeric in the range 01-68, 71-75, 80-82 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

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.

STAFF PAYROLL INFORMATION - REJECT RULES

1.   District Number must be numeric in the range 01-68, or 71-75 or 80-82 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.

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS
2023-24 AUTOMATED STAFF INFORMATION SYSTEM
APPENDIX B: DISTRICT NAME TABLE

District Number	District Name	Change	Date of Change
01	Alachua		
02	Baker		
03	Bay		
04	Bradford		
05	Brevard		
06	Broward		
07	Calhoun		
08	Charlotte		
09	Citrus		
10	Clay		
11	Collier		
12	Columbia		
13	Miami-Dade		
14	DeSoto		
15	Dixie		
16	Duval		
17	Escambia		
18	Flagler		
19	Franklin		
20	Gadsden		
21	Gilchrist		
22	Glades		
23	Gulf		
24	Hamilton		
25	Hardee		
26	Hendry		
27	Hernando		
28	Highlands		
29	Hillsborough		
30	Holmes		
31	Indian River		
32	Jackson		
33	Jefferson		
34	Lafayette		
35	Lake		
36	Lee		
37	Leon		
38	Levy		
39	Liberty		
40	Madison		
41	Manatee		
42	Marion		
43	Martin		
44	Monroe		
45	Nassau		
46	Okaloosa		
47	Okeechobee		
48	Orange		
49	Osceola		
50	Palm Beach		
51	Pasco		

District Number	District Name	Change	Date of Change
52	Pinellas		
53	Polk		
54	Putnam		
55	St. Johns		
56	St. Lucie		
57	Santa Rosa		
58	Sarasota		
59	Seminole		
60	Sumter		
61	Suwannee		
62	Taylor		
63	Union		
64	Volusia		
65	Wakulla		
66	Walton		
67	Washington		
68	Florida School for Deaf/Blind		
71	Florida Virtual School		
72	FAU - Lab School		
73	FSU - Lab School		
74	FAMU - Lab School		
75	UF - Lab School		
80	IDEA Public Schools		
81	TCC	Added	7/1/2023
82	FSU Bay	Added	7/1/2023
69	Washington Special (valid prior to 2017-18)		
70	Eckerd Challenge Program (valid prior to 1994-95)		
76	Department of Corrections		
77	Community Colleges		
78	Florida Connections Academy (valid from 2004-05 through 2008-09)		
79	Florida Virtual Academy (valid from 2004-05 through 2008-09)		
88	Division of Public Schools (Academic Scholar Records)		
99	Other than a Florida Public School		