

DOE INFORMATION DATA BASE REQUIREMENTS:

VOLUME II - AUTOMATED STAFF INFORMATION SYSTEM

**STATE OF FLORIDA
DEPARTMENT OF EDUCATION
COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM**
Effective July 1, 2011

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PREFACE

Section 1008.385(2), Florida Statutes, mandates that each school district and the Florida Department of Education develop and implement a comprehensive management information system which is made up of compatible components and links all levels of the state education system.

In order to support the statewide process of implementing compatible local and state-level automated information systems, the Florida Department of Education has developed the following documents:

- * DOE INFORMATION DATA BASE REQUIREMENTS:
VOLUME I -- AUTOMATED STUDENT INFORMATION SYSTEM
- * DOE INFORMATION DATA BASE REQUIREMENTS:
VOLUME II -- AUTOMATED STAFF INFORMATION SYSTEM

This document contains the required data elements, functions and timelines which each automated information system component must incorporate within its automated staff information system. Further information or questions concerning this document should be addressed to Education Information Services, Florida Department of Education, 852 Turlington Building, Tallahassee, Florida 32399-0400 or askeias@fldoe.org.

A. AUTOMATED STAFF INFORMATION SYSTEM REQUIREMENTS

AUTOMATED STAFF INFORMATION SYSTEM REQUIREMENTS

Section 1008.385(2), F.S., requires the development and implementation of a comprehensive management information system linking all levels of the state education system. Each school district and the Florida Department of Education shall implement an automated information system component containing staff information which is compatible with the statewide comprehensive management information system.

The automated staff information system functions and timelines implemented by the Florida Department of Education and each school district are as follows:

HISTORY

1. An automated staff Information system is to be implemented in each school district by June 30,1987.

Each school district shall install an automated staff information system which includes the data elements prescribed in Section B of this document and which contains the procedures for performing the automated state reporting and records transfer functions defined in subsection 4. below. Each system shall provide payroll, Professional Development and basic personnel recordkeeping.

2. State-level automated staff information data base design is to be implemented in the Florida Department of Education by July 1,1987.

A state-level staff data base of information shall be installed for access by state and local education managers and the Legislature. The data base design shall integrate existing Department reports now collected separately from school districts within the automated reporting formats defined in subsection 4. below, thereby reducing data burden, improving compatibility among data elements and providing a more comprehensive and flexible data base of information. The Florida Department of Education shall implement strict controls for privacy and security of staff records as contained in Section C of this document.

3. Automated state reporting functions are to be implemented by each school district beginning July 1,1987.

Current state reporting functions are defined in subsection 4.

AUTOMATED STATE REPORTING FUNCTIONS

4. Each school district shall implement the following automated state reporting functions according to the timelines provided:

| AUTOMATED STAFF REPORTING FORMATS | DATA COLLECTION ACTIVITY NUMBER | 2011-2012 SURVEY PERIOD | | | | | | |
|--------------------------------------|------------------------------------|----------------------------|----------|----------|----------|----------|----------|----------|
| | | JUL 1 | AUG 8 | SEP 6 | OCT 2 | FEB 3 | JUN 4 | AUG 5 |
| Staff Demographic Information | DB9 27x | | S | | A | A | | A |
| Staff Multidistrict Employee | DB9 29x | | | | S | | | |
| Staff Payroll Information | DB9 30x | | | | A | A | | |
| Staff Additional Job Assignments | DB9 31x | | | | S | S | | |
| Staff Salary Supplements | DB9 32x | | | | S | S | | |
| Staff Benefits | DB9 33x | | | | A | A | | |
| Staff Experience | DB9 28x | | | | S | S | | |
| Professional Development | DB9 36x | | | | | | | S |
| Fiscal Year Benefits | DB9 44x | | | | | | | A |
| Fiscal Year Salaries | DB9 43x | | | | | | | A |
| Teacher Exit Interview | DB9 58x | | | | | | | S |

A = ALL STAFF

S = SELECTED STAFF

D = EACH DISTRICT

x = WILL BE AN "A," "B," OR "C" DEPENDING ON THE FISCAL YEAR

B AUTOMATED STAFF INFORMATION SYSTEM DATA ELEMENTS

INTRODUCTION

All automated staff data elements included in this volume must be incorporated within each school district's automated staff information system. Districts may add additional data elements with their local automated system to meet local needs.

DEFINITION:

There is a working definition associated with each data element, along with applicable examples, codes, notes and exception(s).

LENGTH AND DATA TYPE:

Length and data type define the technical field characteristics to be maintained in the automated system for each data element.

STATE RECORD FORMATS REQUIRING THIS DATA ELEMENT:

A section is included with document which specifies the state record formats which school districts must utilize in performing automated state reporting functions. Each data element page lists the specific automated state reporting formats which require the data element.

COMPATIBILITY REQUIREMENT:

All elements must use the specified length, data type and coding definitions given in the automated staff data elements whenever automated state reporting is performed.

The degree of required compatibility between state and local elements varies. Many elements listed in this document need merely be **Compatible**, while others must meet stricter **State Standards**.

Compatible elements:

For data elements which are designated 'No' for State Standard the coding structures used by the district, the data element names presented in user documentation and the length and format of the data fields may be the same as that contained in this volume or they may be completely locally defined depending on the district's staff information needs. If local definitions are used, it must be possible to convert the information into the state-required codes, descriptors and formats by calculation, computer procedures or subroutines whenever state formats are required.

INTRODUCTION (Continued)

District documentation of locally defined elements must reference the state data elements for which they are surrogates.

Even though the state does not require the use of the state-defined codes for these compatible elements, districts are encouraged to keep each of these elements in state format whenever possible to minimize the need for and cost of conversion.

State Standard elements:

For data elements which are designated 'Yes' for **State Standard**, the coding structures used by the district, the data element names presented in user documentation, the length and format of the data fields for all external occurrences of information in reports, user documentation and display and entry screens must be the same as those contained in this volume.

Thus, **State Standard** elements must meet these additional requirements:

- 1) the state codes **must be used locally exactly as defined** in this document for automated staff data elements;
- 2) user documentation must list the **State Standard** data element name;
- 3) input and output documents and reports must use the state-defined codes; and
- 4) local screen displays must use the state-defined codes.

These requirements do not address the **physical storage** of the data on tape, disk or other medium, but only how the data elements are to be presented to users in paper format or on screen displays. The stricter definition of **State Standard** still allows the district the flexibility to use its own district-defined codes for **physically** storing elements in the staff records system while, at the same time, using **State Standard** codes for display, input, reports and user documentation. For example, a date might be required to appear always to the user as MMDDYYYY or MM/DD/YYYY but could be physically stored as YYDDD with nonuser system documentation recording this fact.

In many of the data element definitions included in this volume, a code has been defined for "not applicable." In the case of very specialized data elements, it would seem more sensible in terms of the design of the staff records system to record information for such specialized elements only for staff to whom the element is pertinent. For both **Compatible** and **State Standard** data elements, the codes defined as "not applicable" need not be maintained in the local data records or displayed on local screens. At the time of reporting, if it is determined that a particular characteristic or condition is "not applicable" for an individual staff member, the value meaning "not applicable" may be programmatically inserted into the reporting structure at that time.

INTRODUCTION (Continued)

These standards do not require the district to show or print the Social Security Number on all screens and reports. A local identification number may be displayed or printed as long as the local identification number can be crosswalked to the Social Security Number for state reporting purposes.

This interpretation should allow segmentation of records and help reduce the need to store large numbers of characters of “non-information” in the local data records, thereby reducing the need for disk or other data storage space.

USE TYPES:

Use Types define the major purposes for which information is collected, maintained and utilized as follows:

State reporting means the data element is required for a state report and must be forwarded to the Florida Department of Education as per the format descriptions.

Local accountability identifies those data elements which the school district must maintain as an audit trail in support of statutorily required activities.

STATE REPORTING FORMATS REQUIRING THIS DATA ELEMENT:

A section is included with this document which specifies the state reporting formats which school districts must utilize in performing automated state reporting functions. Each data element page lists the specific automated state reporting formats which will require the data element.

DATA ELEMENT NUMBER:

The data element number is an internal number assigned by the Education Information and Accountability Services section to facilitate the use of the data elements. School districts need not maintain this number in their local automated system.

REPORTED IN SURVEY PERIODS:

See data element “Survey Period Code” for an explanation of these codes. The Survey Periods that pertain are listed for each data element. If the Survey Period has ‘Yes’ next to it, the data element is fully reported in the survey period indicated. If the Survey Period has ‘Default’ next to it, the data element must contain the default value when submitted to the Department for the survey period. If the Survey Period has ‘Varies’ next to it, the data element must be fully reported on at least one format for the survey period and a default value must be reported on at least one additional format for the survey period, as indicated in the notes on the format layouts. If the Survey Period has ‘Optional’ beside it, the district has the option of sending actual data or the default value for the element for the survey period. For the survey period with ‘Optional’ indicated, the data or default value will be ignored by the Department’s system and default values will be loaded to the data base for these elements.

INTRODUCTION (Continued)

YEAR:

The Year indicates the fiscal year for which this version of the data element is applicable. The Year is updated each July 1 for the next fiscal year until the element is no longer active. Only active data elements are included in each year's listing of data elements on the web site.

The Year Implemented indicates that a data element was first required at the beginning of the indicated fiscal year (July 1).

APPENDIXES

Each appendix that applies to the data element is listed. Appendixes provide one or more of the following: the universe of codes that are valid for the element, expanded explanation of the codes that are valid for the data element, background information about the data element and coding structure, additional information relevant to understanding and reporting the element.

DESCRIPTION OF CHANGES

Beginning with 2011-12, each change to the element is listed with the date the change was made, the part of the element that was changed (e.g., definition, codes, required formats, required surveys, etc.) and a detailed description of the change.

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DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION
SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Implementation Date:
Fiscal Year 2011-2012
July 1, 2011

INDEX

Data Element Name/Topic

2011-2012 Change

| | | |
|---|-----------------------------------------------------------|---|
| | -A- | |
| | Additional Withholding Tax | |
| * | Addresses Mailing | |
| | Residence | |
| | -B- | |
| * | * Birth Date | |
| | -C- | |
| | Contract Status | X |
| | Country of Citizenship | |
| | -D- | |
| * | Date Left Teaching | |
| * | Days Absent Other | |
| * | Days Absent Personal leave | |
| * | Days Absent Sick Leave | |
| * | Days Absent Temporary Duty Elsewhere | |
| * | Days Absent Days Present | |
| * | Degree/Credential Earned (Renamed) | |
| * | District Number | |
| * | District Number, Where Professional Development Completed | |
| * | Duty Days | |
| | -E- | |
| * | Employee Name, Legal | |
| * | Employee Type | |
| * | Employment Date Continuous Employment | |
| * | Employment Date Current Position | |
| * | Employment Date Original Position | |
| * | Employment Length | |
| * | Employment Status Code | |
| | Ethnicity | |
| * | Exempt From Public Records Law, Employee | |
| * | Experience Length | |
| * | Experience Type | |
| | -F- | |
| * | Fiscal Year | |
| * | Fiscal Year Salary | |
| | Florida Educators Certificate Expiration Year | |

* - Required for State Reporting

X - Revised Effective 7/11

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Data Element Name/Topic

2011-2012 Change

| | | |
|---|-------------------------------------------------------------------------------------|---|
| | -F- (Continued) | |
| * | Florida Educators Certificate Number | |
| | Florida Educators Certificate Subject Coverage | |
| | Florida Educators Certificate Type | |
| * | Future Employment Plans | |
| | -G- | |
| * | Gender | |
| | -H- | |
| * | Highly Qualified Paraprofessional | |
| | -J- | |
| * | Job Code Additional | |
| * | Job Code FTE | |
| * | Job Code Fund Source | |
| * | Job Code Primary | |
| | M- | |
| * | Migrant Regular School | |
| * | Migrant Summer | |
| * | Multidistrict Employee Assignment Identifier | |
| * | Multidistrict Employee District Number | |
| | -N- | |
| | Number of Exemptions | |
| | -P- | |
| * | Pay Class | |
| * | Pay Frequency | X |
| * | Pay Rate | X |
| * | Pay Type | |
| * | Personnel Evaluation | X |
| * | Personnel Evaluation, Instructional Leadership Component (New Element) | X |
| * | Personnel Evaluation, Instructional Practice Component (New Element) | X |
| * | Personnel Evaluation, Measures of Student Learning Growth (New Element) | X |
| * | Personnel Evaluation, Professional and Job Responsibilities Component (New Element) | X |
| * | Personnel Evaluation, Student Learning Growth (New Element) | |
| * | Professional Development Component Number | |
| * | Professional Development Delivery Method | |
| * | Professional Development Evaluation Method | |
| * | Professional Development Evaluation Method | |
| * | Professional Development Follow-up Method | |
| * | Professional Development Participation Hours | |
| * | Professional Development Primary Purpose | |

* - Required for State Reporting
X - Revised Effective 7/11

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Data Element Name/Topic

2011-2012 Change

| | |
|--------------------------------------------------------|---|
| -R- | |
| Race: American Indian or Alaska | |
| Race: Asian | |
| Race: Black or African American | |
| Race: Native Hawaiian or Other Pacific Islander | |
| Race: White | |
| * Racial/Ethnic Category | |
| * Reading Endorsement,Competency 1 | X |
| * Reading Endorsement,Competency 2 | X |
| * Reading Endorsement,Competency 3 | X |
| * Reading Endorsement,Competency 4 | X |
| * Reading Endorsement,Competency 5 | X |
| * Reading Endorsement,Competency 6 | X |
| -S- | |
| * Salary Schedule Pay Lane | X |
| * Salary Schedule Step | |
| * Salary Supplement Type | X |
| * Salary Supplement Type/Value | X |
| * Salary Supplement Value | |
| School Number Other | |
| * School Number Primary/Home | |
| * School Principal Certification Program (New Element) | |
| * Selected Benefits Frequency | |
| * Selected Benefits Type | |
| * Selected Benefits Type/Value | |
| * Selected Benefits Value | |
| * Separation Date | |
| * Separation From Teaching | X |
| * Separation Reason | |
| * Social Security Number | |
| * Staff Number Identifier, Local | |
| * Survey Period Code | |
| -T- | |
| * Teaching Experience | |
| * Title I:School-Wide | |
| * Title I:Targeted Assistance | |
| * Transaction Code | |
| -V- | |
| Veteran Status | |
| Voluntary Separation | X |

* - Required for State Reporting
X - Revised Effective 7/11

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| |
|----------------------------------------------------------------------|
| Implementation Date: Fiscal Year 2011-2012 July 1, 2011 |
|----------------------------------------------------------------------|

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Data Element Name/Topic

2011-2012 Change

| | |
|-------------------------------------------------|--|
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| Florida Educators Certificate Subject Codes | |
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| District Name Table | |
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| APPENDIX D | |
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| | |
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| Selected Benefits Definitions | |
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| Equal Employment Opportunity (EEO) Line Numbers | |
| | |

* - Required for State Reporting
X - Revised Effective 7/11

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **200320**

Data Element Name: **Additional Withholding Tax**

The additional amount of federal withholding taxes taken, per pay period.

| Code | Definition/Example |
|-------------|-----------------------------------|
| 00500 | = \$50.00 additional tax withheld |

Length: 6

Data Type: Numeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
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AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **200640**

Data Element Name: **Address, Mailing**

The employee's mailing address:

(25 characters) - Street number and name, P.O. box, or route and box number

(10 characters) - Apartment number, building number, etc.

(20 characters) - City and state. Positions 19-20 must be a two-character state code. (See attached table of state codes in Appendix H.)

(9 characters) - Zip code left justified.

NOTE: These are fixed fields.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|----------------------------------|
| | Not applicable for this element. |
|--|----------------------------------|

Length: 64

Data Type: Alphanumeric

Year Implemented: 9192

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Payroll Information DB9 30x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

Appendix H: State Codes

Data Element Number: **200640**
Data Element Name: **Address, Mailing**

Description of Changes:
None

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Year: 2011-12

Data Element Number: **200960**

Data Element Name: **Address, Residence**

The employee's residence address (if different from mailing address).

This is a free-form field.

| Code | Definition/Example |
|------|----------------------------------|
| | Not applicable for this element. |

Length: 64

Data Type: Alphanumeric

Year Implemented: 8990

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
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Year: 2011-12

Data Element Number: **201905**

Data Element Name: **Birth Date**

The numeric representation of the date on which the staff member was born.

| Code | Definition/Example |
|-------------|----------------------------------------|
| MMDDYYYY | Example: 09171974 = September 17, 1974 |

Length: 8

Data Type: Numeric

Year Implemented: 9293

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Description of Changes:

None

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Year: 2011-12

Data Element Number: **202715**

Data Element Name: **Contract Status**

A code to identify the contract status of instructional personnel.

| Code | Definition/Example |
|------|---------------------------------------------------------------------------------------------------------------------------------------------|
| AC | Annual Contract |
| CC | Continuing Contract |
| PC | Probationary Contract |
| PS | Professional Service Contract |
| SS | Single Status - no differentiation between annual and continuing contract |
| ZZ | Employee is a noninstructional staff member, a substitute teacher and/or is not paid on the regular instructional personnel salary schedule |

Length: 2

Data Type: Alphabetic

Year Implemented: 8990

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

6/1/2011 Codes Added new code PC according to SB 736.

Data Element Number: **202715**
Data Element Name: **Contract Status**

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Year: 2011-12

Data Element Number: **202850**

Data Element Name: **Country of Citizenship**

A code to identify the employee's country of citizenship, if other than the United States.

See Appendix C: Country Codes.

| Code | Definition/Example |
|------|----------------------------------|
| | Not applicable for this element. |

Length: 2

Data Type: Alphabetic

Year Implemented: 8990

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

Formats Required:

None

Surveys Required:

None

Appendixes:

Appendix C: Country Codes

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **202960**

Data Element Name: **Date Left Teaching**

The date the regular full-time classroom teacher left the teaching position in the district.

| Code | Definition/Example |
|-------------|----------------------------------|
| MMDDYYYY | Example: 06022007 = June 2, 2007 |

Length: 8

Data Type: Numeric

Year Implemented: 0607

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Teacher Exit Interview DB9 58x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
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AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **203070**

Data Element Name: **Days Absent, Other**

Number of days in the 180 day school year that the teacher or school administrator was absent attributed to reasons other than personal leave, sick leave, and temporary duty elsewhere. The school year comprises the student contact days for that school. (Round to the nearest full day.) Examples of reasons for these absences include annual leave, vacation leave, professional leave, suspension with or without pay, illness-in-line-of-duty leave, sabbatical leave, military leave, absence without leave, etc. These examples are guidelines only and may vary from district to district.

Use 999 for teachers and school administrators who were on leave with pay and those who received only benefit or supplement pay for the fiscal year. Use 000 for employees other than teachers and administrators.

Note: Teachers are those employees whose job codes place them on lines 21-33 of the Public Schools Staff Survey (EEO-5). School administrators are those whose job codes place them on lines 9-19 of the Public Schools Staff Survey (EEO-5).

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|----------------------------------|
| | Not applicable for this element. |
|--|----------------------------------|

Length: 3

Data Type: Numeric

Year Implemented: 0001

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Default

Survey 3 Default

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Data Element Number: **203070**

Data Element Name: **Days Absent, Other**

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **203080**

Data Element Name: **Days Absent, Personal Leave**

Number of days in the 180 day school year that the teacher or school administrator was absent for personal leave, as defined by the school district. The school year comprises the student contact days for that school. Report for regular full time and temporary full time staff only. (Round to the nearest full day.)

Use 999 for teachers and school administrators who were on leave with pay and those who received only benefit or supplemental pay for the fiscal year. Use 000 for employees other than teachers and administrators.

Note: Teachers are those employees whose job codes place them on lines 21-33 of the Public Schools Staff Survey (EEO-5). School administrators are those whose job codes place them on lines 9-19 of the Public Schools Staff Survey (EEO-5).

Length:

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

Not applicable for this element.

Length: 3

Data Type: Numeric

Year Implemented: 0001

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Default

Survey 3 Default

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Data Element Number: **203080**

Data Element Name: **Days Absent, Personal Leave**

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **203090**

Data Element Name: **Days Absent, Sick Leave**

Number of days in the 180 day school year that the teacher or school administrator was absent attributed to sick leave. The school year comprises the student contact days for that school. (Round to the nearest full day.) Examples of sick leave include personal illness or injury, family illness, maternity leave, family medical leave, catastrophic illness, etc. These examples are guidelines only and may vary from district to district.

Use 999 for teachers and school administrators who were on leave with pay and those who received only benefit or supplemental pay for the fiscal year. Use 000 for employees other than teachers and administrators.

Note: Teachers are those employees whose job codes place them on lines 21-33 of the Public Schools Staff Survey (EEO-5). School administrators are those whose job codes place them on lines 9-19 of the Public Schools Staff Survey (EEO-5).

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|----------------------------------|
| | Not applicable for this element. |
|--|----------------------------------|

Length: 3

Data Type: Numeric

Year Implemented: 0001

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Default

Survey 3 Default

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Data Element Number: **203090**

Data Element Name: **Days Absent, Sick Leave**

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2011-12

Data Element Number: **203100**

Data Element Name: **Days Absent, Temporary Duty Elsewhere**

Number of days in the 180 day school year that the teacher or school administrator was absent attributed to temporary duty elsewhere. The school year comprises the student contact days for that school. (Round to the nearest full day.) Examples of temporary duty elsewhere include attendance at conferences, professional meetings, study courses, workshops, school academic or athletic events, etc. These examples are guidelines only and may vary from district to district.

Use 999 for teachers and school administrators who were on leave with pay and those who received only benefit or supplemental pay for the fiscal year. Use 000 for employees other than teachers and administrators.

Note: Teachers are those employees whose job codes place them on lines 21-33 of the Public Schools Staff Survey (EEO-5). School administrators are those whose job codes place them on lines 9-19 of the Public Schools Staff Survey (EEO-5).

Length:

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

Not applicable for this element.

Length: 3

Data Type: Numeric

Year Implemented: 0001

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Default

Survey 3 Default

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Data Element Number: **203100**

Data Element Name: **Days Absent, Temporary Duty Elsewhere**

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2011-12

Data Element Number: **203140**

Data Element Name: **Days Present**

Number of days in the 180 day school year that the teacher or administrator was present in the job. The school year comprises the student contact days for that school. Report for regular full time and temporary full time staff only. (Round to the nearest full day.)

Use 999 for teachers and school administrators who were on leave with pay and those who received only benefit or supplemental pay for the fiscal year. Use 000 for employees other than teachers and administrators.

Note: Teachers are those employees whose job codes place them on lines 21-33 of the Public Schools Staff Survey (EEO-5). School administrators are those whose job codes place them on lines 9-19 of the Public Schools Staff Survey (EEO-5).

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|----------------------------------|
| | Not applicable for this element. |
|--|----------------------------------|

Length: 3

Data Type: Numeric

Year Implemented: 0001

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Default

Survey 3 Default

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Data Element Number: **203140**

Data Element Name: **Days Present**

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **203170**

Data Element Name: **Degree/Credential Earned**

A code to identify the highest degree level earned by an employee.

| Code | Definition/Example |
|------|-----------------------------------------------------|
| A | Associate's |
| B | Bachelor's |
| C | Child Development Associate (CDA) or CDA Equivalent |
| D | Doctorate |
| M | Master's |
| S | Specialist |
| Z | Not applicable |

Note:

1. Child Development Associate (CDA) Equivalent is more recently termed ECPC – Early Childhood Professional Certificate or FCCPC – Florida Child Care Professional Credential.

Section 1002.63 – School-year prekindergarten program delivered by public schools / 1002.63(4)
Each public school must have, for each prekindergarten class, at least one prekindergarten instructor who meets each requirement in s.1002.55(3)(c) for a prekindergarten instructor of a private prekindergarten provider.

Section 1002.55(3)(c) –The private prekindergarten provider must have, for each prekindergarten class, at least one prekindergarten instructor who meets each of the following requirements: 1. The prekindergarten instructor must hold, at a minimum, one of the following credentials: a. A child development associate credential issued by the National Credentialing Program of the Council for Professional Recognition; or b. a credential approved by the Department of Children and Family Services as being equivalent to or greater than the credential described in sub-subparagraph a.

2. Employee job codes that place them on line numbers 44-54, inclusive, on the Public Schools Staff Survey – EEO-5 should be coded with a Z.

Length: 1
Data Type: Alphabetic
Year Implemented: 8889
State Standard: Yes
Use Types:
State Reporting: Yes
Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Data Element Number: **203170**

Data Element Name: **Degree/Credential Earned**

Surveys Required:

| | |
|----------|----------|
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 5 | Yes |
| Survey 8 | Optional |

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **203490**

Data Element Name: **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 Appendix B: District Name Table.

| Code | Definition/Example |
|------|----------------------------------|
| | Not applicable for this element. |

Format Note:

All state reporting formats are required for this data element.

Length: 2
Data Type: Numeric
Year Implemented: 9394
State Standard: Yes

Use Types:

State Reporting: Yes
Local Accountability: Yes

Formats Required:

Staff Additional Job Assignments DB9 31x
Staff Benefits DB9 33x
Staff Demographic Information DB9 27x
Staff Experience DB9 28x
Staff Fiscal Year Benefits DB9 44x
Staff Fiscal Year Salaries DB9 43x
Staff Multidistrict Employee DB9 29x
Staff Payroll Information DB9 30x
Staff Professional Development DB9 36x
Staff Salary Supplements DB9 32x
Teacher Exit Interview DB9 58x

Surveys Required:

Survey 2 Yes
Survey 3 Yes
Survey 5 Yes
Survey 8 Yes

Data Element Number: **203490**

Data Element Name: **District Number**

Appendixes:

Appendix B: District Name Table

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **203540**

Data Element Name: **District Number, Where Professional Development Completed**

The two-digit number for the district in which the staff member completed the professional development education component.

See Appendix B: District Name Table.

| Code | Definition/Example |
|------|----------------------------------|
| | Not applicable for this element. |

Length: 2

Data Type: Numeric

Year Implemented: 9293

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

None

Surveys Required:

Survey 5 Yes

Appendixes:

Appendix B: District Name Table

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **203810**

Data Element Name: **Duty Days**

The standard number of days per year an employee in this job is scheduled to work (including paid holidays).
Temporary or Substitute employees should be coded "000". Right justified.

Examples:

210 - The employee is in a job for which the standard number of duty days per year is 210.

000 - The employee is a Temporary, Substitute or Student employee.

| Code | Definition/Example |
|-------------|---------------------------|
|-------------|---------------------------|

| | |
|--|----------------------------------|
| | Not applicable for this element. |
|--|----------------------------------|

Length: 3

Data Type: Numeric

Year Implemented: 9293

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Payroll Information DB9 30x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **203905**

Data Element Name: **Employee Name, Legal**

The employee's last, first and middle names including appendage, as follows:

(17 characters) Last Name

(3 characters) Appendage

(12 characters) First Name

(10 characters) Middle/Maiden Name or Initial

These are fixed fields.

| Code | Definition/Example |
|------|----------------------------------|
| | Not applicable for this element. |

Length: 42

Data Type: Alphanumeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Yes

Appendixes:

None

Data Element Number: **203905**

Data Element Name: **Employee Name, Legal**

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **204000**

Data Element Name: **Employee Type**

A code to identify the type of employment with the school board.

| Code | Definition/Example |
|------|------------------------------|
| RF | Regular full-time employee |
| RP | Regular part-time employee |
| ST | Student employee |
| TF | Temporary full-time employee |
| TP | Temporary part-time employee |

Note: Report an employee as full-time if the employee's total current assignments require the employee's services each working day at least the number of hours equal to the number of hours of a regular working day for that job.

Note: Long term substitutes should be reported as temporary full-time employees (TF) and short term substitutes should be reported as temporary part-time employees (TP) unless the employee holds regular employment status.

Length: 2

Data Type: Alphabetic

Year Implemented: 9091

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Staff Payroll Information DB9 30x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Data Element Number: **204000**
Data Element Name: **Employee Type**

Description of Changes:
None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **204095**

Data Element Name: **Employment Date, Continuous Employment**

The date on which continuous employment with the school district began. This is the date of the latest entry into the payroll personnel system from which there has been no break in service.

| Code | Definition/Example |
|-------------|---------------------------|
|-------------|---------------------------|

| | |
|----------|-------------------------------------|
| MMDDYYYY | Example: 08221975 = August 22, 1975 |
|----------|-------------------------------------|

Length: 8

Data Type: Numeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **204190**

Data Element Name: **Employment Date, Current Position**

Each date on which continuous employment began for a current primary job code. For reporting purposes, if the employee has more than one primary job, report the date for the primary job the employee has held the longest period of time.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|----------|-------------------------------------|
| MMDDYYYY | Example: 08151982 = August 15, 1982 |
|----------|-------------------------------------|

Length: 8

Data Type: Numeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **204285**

Data Element Name: **Employment Date, Original Position**

The first date of employment with the school district, regardless of breaks in service.

| Code | Definition/Example |
|-------------|---------------------------------------|
| MMDDYYYY | Example: 09031978 = September 3, 1978 |

Length: 8

Data Type: Numeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **204380**

Data Element Name: **Employment Length**

The number of months (to the nearest half month) an employee in this position is scheduled to work.

Examples:

| Code | Definition/Example |
|------|----------------------|
| 000 | Temporary/Substitute |
| 090 | 9 months |
| 095 | 9 1/2 months |
| 120 | 12 months |

Length: 3

Data Type: Numeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Payroll Information DB9 30x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **204570**

Data Element Name: **Employment Status Code**

A code to identify the employee's current employment relationship with the school board.

| Code | Definition/Example |
|------|-------------------------------------------------------------------|
| A | Active employee |
| L | Leave of absence without pay |
| P | Leave of absence with pay |
| T | Terminated employee - separated from employment with the district |

Length: 1

Data Type: Alphabetic

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Fiscal Year Salaries DB9 43x

Staff Payroll Information DB9 30x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **204605**

Data Element Name: **Ethnicity**

A code to indicate whether the staff member is of Hispanic or Latino ethnicity as per the description below.

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin" can be used in addition to "Hispanic or Latino".

| Code | Definition/Example |
|------|--------------------------------------------------------|
| N | No, the staff member is not of Hispanic/Latino origin. |
| Y | Yes, the staff member is of Hispanic/Latino origin. |

Notes

This element was first required in the 2009-10 fiscal year.

Staff members coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

Length: 1

Data Type: Alphabetic

Year Implemented: 0809

State Standard: Yes

Use Types:

| | |
|-----------------------|-----|
| State Reporting: | Yes |
| Local Accountability: | Yes |

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

| | |
|----------|----------|
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 5 | Yes |
| Survey 8 | Optional |

Appendixes:

None

Data Element Number: **204605**

Data Element Name: **Ethnicity**

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **204640**

Data Element Name: **Exempt from Public Records Law, Employee**

A one-digit code used to identify an employee or spouse of an employee who is exempt from the Florida Public Records Law (Section 119, Florida Statutes).

| Code | Definition/Example |
|------|-------------------------------------------------------------------------------------|
| Y | Employee or spouse of an employee who is exempt from the Florida Public Records Law |
| Z | Not applicable |

Length: 1

Data Type: Alphabetic

Year Implemented: 9596

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Yes

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **204665**

Data Element Name: **Experience Length**

The number of years of professional experience for the reported experience type. 00 indicates that the employee is in the first year for the reported experience type.

| Code | Definition/Example |
|------|-----------------------------------|
| 00 | Example: 00 = 0 years experience |
| 04 | Example: 04 = 4 years experience |
| 10 | Example: 10 = 10 years experience |

Length: 2

Data Type: Numeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Experience DB9 28x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **204760**

Data Element Name: **Experience Type**

A code to identify each type of professional experience for instructional and instructional administrative employees (excluding substitute teachers).

| Code | Definition/Example |
|------|--------------------------------------------------------|
| A | Administration in education |
| C | Service to the district in current job code assignment |
| D | Teaching in current district |
| M | Military Service |

Florida Teaching

| | |
|---|---------------------------------------|
| F | Teaching in Florida public schools |
| S | Teaching in Florida nonpublic schools |

Out-of-State Teaching

| | |
|---|--------------------------------------------|
| N | Teaching in out-of-state nonpublic schools |
| P | Teaching in out-of-state public schools |

NOTE: The eight experience types listed above are not mutually exclusive. Each year of professional experience should be reported in as many of the above categories as are applicable.

Any reference to public school teaching experience (Types F & P) includes that earned at charter schools.

| | |
|--------------------------|------------|
| Length: | 1 |
| Data Type: | Alphabetic |
| Year Implemented: | 8990 |
| State Standard: | No |
| Use Types: | |
| State Reporting: | Yes |
| Local Accountability: | Yes |

Formats Required:

Staff Experience DB9 28x

Surveys Required:

| | |
|----------|-----|
| Survey 2 | Yes |
| Survey 3 | Yes |

Appendixes:

None

Data Element Number: **204760**
Data Element Name: **Experience Type**

Description of Changes:
None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **205080**

Data Element Name: **Fiscal Year**

The state fiscal year running from July 1 through June 30 for which the reported data are applicable.

| Code | Definition/Example |
|-------------|---------------------------------------------------------|
| 8788 | Example: Fiscal year July 1, 1987 through June 30, 1988 |

Length: 4

Data Type: Numeric

Year Implemented: 9394

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Additional Job Assignments DB9 31x

Staff Benefits DB9 33x

Staff Demographic Information DB9 27x

Staff Experience DB9 28x

Staff Fiscal Year Benefits DB9 44x

Staff Fiscal Year Salaries DB9 43x

Staff Multidistrict Employee DB9 29x

Staff Payroll Information DB9 30x

Staff Salary Supplements DB9 32x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Yes

Appendixes:

None

Data Element Number: **205080**

Data Element Name: **Fiscal Year**

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **205180**

Data Element Name: **Fiscal Year Salary**

All salaries paid to the staff member for the job being reported.

| Code | Definition/Example |
|-------------|----------------------------------|
| NNNNNNNNN | Example: 001700000 = \$17,000.00 |

Length: 9

Data Type: Numeric

Year Implemented: 9798

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Fiscal Year Salaries DB9 43x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **206000**

Data Element Name: **Florida Educators Certificate Expiration Year**

The date the staff member's Florida Educators Certificate expires.

| Code | Definition/Example |
|-------------|-----------------------------------------------------|
| YYYY | Example: 2004 = an expiration date of June 30, 2004 |

Length: 4

Data Type: Numeric

Year Implemented: 9192

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **206020**

Data Element Name: **Florida Educators Certificate Number**

The ten-digit number that is either assigned by the Department of Education for a teacher or a district- assigned number given in accordance with the assignment codes below:

| Code | Definition/Example |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0000000000 | Employee has no assigned certificate number. |
| 0000999999 | A number assigned to a community college or university instructor for reporting purposes. |
| 9999999999 | A number assigned to a teacher providing special educational programs through contractual arrangements in a nonpublic school or facility in accordance with Rule 6A-6.0361, FAC. |
| Regular | |
| 0000000001- | The regular number assigned by the Certification Section of the Department of Education. |
| 0000999998, | |
| 0001000000- | The regular number assigned by the Certification Section of the Department of Education. |
| 0009999999: | |

All numbers should be right justified.

Length: 10

Data Type: Numeric

Year Implemented: 9293

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Data Element Number: **206020**

Data Element Name: **Florida Educators Certificate Number**

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **206030**

Data Element Name: **Florida Educators Certificate Subject Coverage**

A code for each subject the staff member is certified to teach.

The file containing the codes is at NWRDC.

File Description: Subject Code Name File

Dataset Name: DPS.DISTRICT.K9.F61707.Yxxxx
xxxx is the school year (i.e., 9394)

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

Not applicable for this element.

Length: 4

Data Type: Alphanumeric

Year Implemented: 9293

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: Yes

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **206040**

Data Element Name: **Florida Educators Certificate Type**

A code to identify the type of certificate issued to instructional personnel.

| Code | Definition/Example |
|------|---------------------------------------------------------------------|
| AC | Athletic Coaching |
| NP | Non-renewable Professional |
| RG | Regular/Professional |
| SB | Substitute |
| TB | Temporary (one year) certificate with credit required to reissue |
| TC | Temporary (one year) certificate with no credit required to reissue |
| TD | Temporary (three years) Non-renewable certificate |
| TM | Temporary (two years) |

Length: 2

Data Type: Alphanumeric

Year Implemented: 9192

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Data Element Number: **206040**

Data Element Name: **Florida Educators Certificate Type**

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2011-12

Data Element Number: **206515**

Data Element Name: **Future Employment Plans**

The type and location of future employment accepted by the classroom teacher who is leaving a regular full-time teaching position.

| Code | Definition/Example |
|---------------------------------------------------------------------------|-----------------------------------------------|
| Accepted a position other than teaching or the field of education: | |
| G | within the same county |
| H | within another county in Florida |
| I | outside the State of Florida |
| Accepted another position in the field of education: | |
| D | within the same district |
| E | within another district in Florida |
| F | outside the State of Florida |
| Accepted another teaching position: | |
| A | at a nonpublic school within the district |
| B | within another district in Florida |
| C | outside the State of Florida |
| Not applicable | |
| Y | Teacher declines to disclose future plans. |
| Z | Teacher has not accepted employment elsewhere |

Length: 1

Data Type: Alphabetic

Year Implemented: 0607

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Teacher Exit Interview DB9 58x

Surveys Required:

Survey 5 Yes

Data Element Number: **206515**

Data Element Name: **Future Employment Plans**

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **217985**

Data Element Name: **Gender**

A code representing the gender of the employee.

| Code | Definition/Example |
|------|--------------------|
| F | Female |
| M | Male |

Length: 1

Data Type: Alphabetic

Year Implemented: 9192

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2011-12

Data Element Number: **207395**

Data Element Name: **Highly Qualified Paraprofessional**

A code to indicate the qualification status of a paraprofessional in relation to No Child Left Behind (NCLB) requirements.

| Code | Definition/Example |
|------|--------------------------------------------------------------|
| A | Has an associate's or higher degree |
| B | Has two years of study at an institution of higher education |
| C | Meets locally approved academic assessment of qualifications |
| D | Not NCLB qualified |
| Z | Not Applicable |

Note:

This data element applies to paraprofessionals with instructional roles which include selected job codes beginning with 51 through 59.

Non-instructional paraprofessionals should be coded "Z."

Non-instructional paraprofessional activities and job codes include, but are not limited to, the following: personal care services, parental involvement activities (91033), food service (76024), playground/cafeteria supervision (76024), bus aides/bus attendants (52051 & 78032), clerical duties, non-instructional computer assistance, non-instructional media center/library supervision (62040), and translators (not providing instructional support).

Length: 1

Data Type: Alphabetic

Year Implemented: 0405

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Additional Job Assignments DB9 31x

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

Data Element Number: **207395**

Data Element Name: **Highly Qualified Paraprofessional**

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **208750**

Data Element Name: **Job Code**

The code associated with each job assignment of the employee.

Example: 51077 Bilingual Specialist

See Appendix E: Job Code Assignments.

| Code | Definition/Example |
|------|----------------------------------|
| | Not applicable for this element. |

Length: 5

Data Type: Numeric

Year Implemented: 9798

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Fiscal Year Benefits DB9 44x

Staff Fiscal Year Salaries DB9 43x

Surveys Required:

Survey 5 Yes

Appendixes:

Appendix E: Job Code Assignments

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **208950**

Data Element Name: **Job Code FTE**

The full-time equivalency of the job assignment (to the nearest whole percent). For one full-time equivalency, the employee's services are required each working day at least the number of hours equal to the number of hours of a regular working day for that job.

Examples:

| | |
|-----|----------------------------------------------------------------------|
| 100 | 100% of the employee's time is spent at the reported job assignment. |
| 050 | 50% of the employee's time is spent at the reported job assignment. |
| 000 | Substitute teacher, temporary part-time or student employee. |

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

Not applicable for this element.

NOTE: The sum of all job code FTEs for one full-time position should not exceed 100.

Length: 3

Data Type: Numeric

Year Implemented: 8990

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Additional Job Assignments DB9 31x

Staff Payroll Information DB9 30x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **208950**

Data Element Name: **Job Code FTE**

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **209070**

Data Element Name: **Job Code Fund Source**

A code to identify up to three fund sources (and corresponding percentages) from which the employee's salary is paid:

| Code | Definition/Example |
|------|---------------------------------------------------------------------------------------------------------------|
| B | Elementary and Secondary Education Act (ESEA), as amended by NCLB Title I, Part A |
| C | Charter School, Not Paid Through District |
| E | IDEA - Individuals with Disabilities Education Act |
| G | State/Local Funded Programs (e.g., FEFP, State Categorical Programs) |
| M | Elementary and Secondary Education Act (ESEA), as amended by NCLB Title I, Part C (Migrant Education Program) |
| N | State Fiscal Stabilization Funds (ARRA) |
| O | Other Federal Programs |
| P | Targeted ARRA Stimulus Funds |
| Q | Other ARRA Stimulus Grants |
| R | Reading First Grant |
| S | Florida Education Finance Program (FEFP) Reading Allocation |
| T | Race to the Top (ARRA) |
| U | Education Jobs Fund |

Examples:

B050G0500000 Fifty percent of the employee's salary or wage is paid from ESEA, Title 1, and 50 percent is paid from State Funded Programs.

E100000000000 One hundred percent of the employee's salary or wage is paid from IDEA, Individuals with Disabilities Education Act.

Length: 12

Data Type: Alphanumeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Additional Job Assignments DB9 31x

Staff Fiscal Year Salaries DB9 43x

Staff Payroll Information DB9 30x

Data Element Number: **209070**

Data Element Name: **Job Code Fund Source**

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **208830**

Data Element Name: **Job Code, Additional**

The code associated with each additional job assignment of the employee.

Example: 51077 Bilingual Specialist

See Appendix E: Job Code Assignments.

| Code | Definition/Example |
|-------------|---------------------------|
|-------------|---------------------------|

| | |
|--|----------------------------------|
| | Not applicable for this element. |
|--|----------------------------------|

NOTE: Caution should be used in differentiating an additional job assignment from a second primary job. For example, if a teacher of Language Arts, Middle/Junior High also teaches a class of gifted students one period each day, the job assignment of "Teacher, Gifted" is an additional job assignment.

Length: 5

Data Type: Numeric

Year Implemented: 8990

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Additional Job Assignments DB9 31x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

Appendix E: Job Code Assignments

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **209310**

Data Element Name: **Job Code, Primary**

The code associated with each primary job assignment of the employee.

Example: 53002 Business Education Teacher

See Appendix E: Job Code Assignments.

| Code | Definition/Example |
|-------------|---------------------------|
|-------------|---------------------------|

| | |
|--|----------------------------------|
| | Not applicable for this element. |
|--|----------------------------------|

NOTE: The majority of employees in a district will have only one primary job. However, it is possible for some individuals to have more than one primary job. For example, an employee could hold the primary job of bus driver and a second primary job of cafeteria worker. Caution should be used in differentiating a second primary job from an additional job assignment.

Length: 5

Data Type: Numeric

Year Implemented: 8990

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Staff Payroll Information DB9 30x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

Appendixes:

Appendix E: Job Code Assignments

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **211930**

Data Element Name: **Migrant Regular School Year**

A code to identify the job category of the employee who worked with the Migrant program during the regular school year and who was paid from Title I, Part C, Migrant Education Program funds and the corresponding full-time equivalency (FTE) of this assignment.

| Code | Definition/Example |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A | Administrators and coordinators (non-clerical) |
| B | Teachers |
| C | Paraprofessionals (instructional) |
| D | Paraprofessionals (non-instructional) |
| E | Counselors |
| F | Recruiters |
| G | Records Transfer Staff |
| H | Other employee paid from Title I, Part C, MEP funds but not included in codes A-G above. |
| Z | Employee was not paid from Title I, Part C, Migrant Education Program funds during the regular school year or was employed in a school-wide program where MEP funds were combined with those of other programs. |

Examples:

B050 Fifty percent of the teacher's assignment was in the Migrant Education Program during the regular school year and was paid from Title I, Part C, Migrant Education Program funds.

C100 One hundred percent of the instructional paraprofessional's assignment was in the Migrant Education Program during the regular school year and was paid from Title I, Part C, Migrant Education Program funds.

Z000 This employee was not paid from Title I, Part C, Migrant Education Program funds during the regular school year or was employed in a school-wide program where MEP funds were combined with those of other programs.

NOTE: To calculate FTE, use the percentage of time the employee was funded by MEP funds. Alternatively, calculate FTE using the number of days worked. One regular school year FTE equals 180 full-time work days. To calculate FTE, sum the total days the individual worked for the regular school year and divide this sum by the number of full-time days that constitute one FTE, i.e., 180 days.

Use only the percentage of days worked by an individual that were paid by MEP funds in calculating the total FTE numbers to be reported.

Do not include staff employed in school wide programs where MEP funds are combined with those of other programs. These employees should be coded Z000.

Length: 4
Data Type: Alphanumeric
Year Implemented: 0708
State Standard: No
Use Types:
State Reporting: Yes

Data Element Number: **211930**

Data Element Name: **Migrant Regular School Year**

Local Accountability: Yes

Formats Required:

Staff Fiscal Year Salaries DB9 43x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **212010**

Data Element Name: **Migrant Summer**

A code to identify the job category of the employee who worked with the Migrant Summer/Intersession program and who was paid from Title I, Part C, Migrant Education Program (MEP) funds and the corresponding full-time equivalency (FTE) of this assignment.

| Code | Definition/Example |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A | Administrators and coordinators (non-clerical) |
| B | Teachers |
| C | Paraprofessionals (instructional) |
| D | Paraprofessionals (non-instructional) |
| E | Counselors |
| F | Recruiters |
| G | Records transfer staff |
| H | Other employee paid from Title I, Part C, MEP funds but not included in codes A-G above. |
| Z | Employee was not paid from Title I, Part C, Migrant Education Program (MEP) funds during the summer/intersession term(s) or was employed in a school-wide program where MEP funds were combined with those of other programs. |

Examples:

B020 Twenty percent of the teacher's assignment was in the Migrant Education Program during the summer/intersession term(s) and was paid from Title I, Part C, Migrant Education Program funds.

C100 One hundred percent of the instructional paraprofessional's assignment was in the Migrant Education Program during the summer/intersession term(s) and was paid from Title I, Part C, Migrant Education Program funds.

Z000 This employee was not paid from Title I, Part C, Migrant Education Program funds during the summer/intersession term(s) or was employed in a school-wide program where MEP funds were combined with those of other programs.

NOTE: To calculate FTE, use the percentage of time the employee was funded by MEP funds. Alternatively, calculate FTE using the number of days worked. One summer term FTE is equal to 30 full-time work days. To calculate the FTE number, sum the total days the individual worked for a term and divide this sum by the number of full-time days that constitute one FTE in the term (i.e., 30 days).

Use only the percentage of days worked by an individual that were paid by MEP funds in calculating the total FTE numbers to be reported.

Do not include staff employed in school wide programs where MEP funds are combined with those of other programs. These employees should be coded Z000.

Length: 4
Data Type: Alphanumeric
Year Implemented: 0708
State Standard: No
Use Types:
State Reporting: Yes

Data Element Number: **212010**

Data Element Name: **Migrant Summer**

Local Accountability: Yes

Formats Required:

Staff Fiscal Year Salaries DB9 43x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **212090**

Data Element Name: **Multidistrict Employee, Assignment Identifier**

A code to identify those individuals employed in more than one district.

| Code | Definition/Example |
|------|-----------------------------------------------------------------------------------------------------------------------------|
| X | Multidistrict consortium employee, in accordance with Rule 6A-1.099, FAC, Cooperative projects and activities. |
| Y | Employed in more than one district through another formal agreement or employed in projects serving more than one district. |

Length: 1

Data Type: Alphabetic

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Multidistrict Employee DB9 29x

Surveys Required:

Survey 2

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **212410**

Data Element Name: **Multidistrict Employee, District Number**

The number for each district which a multidistrict employee serves other than the fiscal agent district. For employees serving the entire state, enter 99.

See Appendix B: District Name Table.

| Code | Definition/Example |
|------|----------------------------------|
| | Not applicable for this element. |

Length: 2

Data Type: Numeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Multidistrict Employee DB9 29x

Surveys Required:

Survey 2 Yes

Appendixes:

Appendix B: District Name Table

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **212730**

Data Element Name: **Number of Exemptions**

The number of exemptions claimed for federal income tax withholding purposes.

| Code | Definition/Example |
|------|----------------------------------|
| | Not applicable for this element. |

Length: 2

Data Type: Numeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **214515**

Data Element Name: **Pay Class**

A code to identify the pay schedule to which the employee belongs.

| Code | Definition/Example |
|------|----------------------------|
| A | Administrative schedule |
| E | Elected/Appointed Position |
| I | Instructional schedule |
| O | Other |

Length: 1

Data Type: Alphabetic

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Payroll Information DB9 30x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **214710**

Data Element Name: **Pay Frequency**

Code Definition/Example

For employees paid on a daily basis:

0500 - A daily paid employee is scheduled to work 5 days per week.

XX.XX The number of days per week an employee in this job is scheduled to work.

For employees paid on an hourly basis:

0775 - An hourly paid employee is schedule to work 7 3/4 hours per day.

0400 - An hourly paid employee is scheduled to work 4 hours per day.

XX.XX The number of hours per day an employee in this job is scheduled to work.

For Salaried Employees:

1200 - A salaried employee is paid 12 times per year.

XX.XX The number of pay periods an employee in this job is paid each year.

For temporary part-time employees this may be zero filled.

0000 - Temporary or student employee.

Length: 4

Data Type: Numeric

Year Implemented: 9293

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Payroll Information DB9 30x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

None

Data Element Number: **214710**

Data Element Name: **Pay Frequency**

Description of Changes:

| | |
|---------------------|-------------------------------------------------------------------------------------------------------------------|
| 6/1/2011 Definition | Revised the definitions for Salaried, Hourly and Daily to specifically refer to the job rather than the employee. |
|---------------------|-------------------------------------------------------------------------------------------------------------------|

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2011-12

Data Element Number: **214905**

Data Element Name: **Pay Rate**

| Code | Definition/Example |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| For employees paid on a daily basis: | |
| | 00003500 = A daily paid employee is paid \$35.00 per day. |
| XXX,XXX.XX | The wage, before deductions and prior to supplements, expected to be paid to an employee in this job per day. |
| For employees paid on an hourly basis: | |
| | 00000850 = An hourly paid employee is paid \$8.50 per hour. |
| XXX,XXX.XX | The wage, before deductions and prior to supplements, expected to be paid to an employee in this job per hour. |
| For salaried employees: | |
| | 00217500 = A salaried employee is paid \$\$2,175 each pay period. |
| XXX,XXX.XX | The salary, before deductions and prior to supplements, expected to be paid to an employee in this job each pay period. |

Length: 8

Data Type: Numeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Payroll Information DB9 30x

Surveys Required:

Survey 2

Survey 3

Appendixes:

None

Data Element Number: **214905**

Data Element Name: **Pay Rate**

Description of Changes:

| | |
|---------------------|-------------------------------------------------------------------------------------------------------------------|
| 6/1/2011 Definition | Revised the definitions for Salaried, Hourly and Daily to specifically refer to the job rather than the employee. |
|---------------------|-------------------------------------------------------------------------------------------------------------------|

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **215100**

Data Element Name: **Pay Type**

A code to identify the type of pay the employee receives.

| Code | Definition/Example |
|------|--------------------|
| D | Daily |
| H | Hourly Pay |
| S | Salary |

Length: 1

Data Type: Alphabetic

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Payroll Information DB9 30x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2011-12

Data Element Number: **220150**

Data Element Name: **Personnel Evaluation**

A code to indicate the level of performance on the evaluation of the instructional staff member or school administrator status in accordance with Section 1012.34, Florida Statutes.

| Code | Definition/Example |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| C | The instructional staff member or school administrator was determined to be highly effective on his or her evaluation. |
| D | The instructional staff member or school administrator was determined to be effective on his or her evaluation. |
| E | The instructional staff member or school administrator was determined to need improvement on his or her evaluation. |
| F | The instructional staff member in the first three years of employment needs improvement and was determined to be developing on his or her evaluation. |
| G | The instructional staff member or school administrator was determined to be unsatisfactory on his or her evaluation. |
| Z | The staff member is not an instructional staff member or a school administrator. |

For Survey 3 only report mid-year Personnel Evaluations for classroom teachers newly hired by the district according to Section 1012.34(3)(a), F.S.

Length: 1

Data Type: Alphabetic

Year Implemented: 0708

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Fiscal Year Salaries DB9 43x

Staff Payroll Information DB9 30x

Surveys Required:

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Data Element Number: **220150**

Data Element Name: **Personnel Evaluation**

Description of Changes:

| | |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6/1/2011 Notes | Added note to specify that Survey 3 reporting for the Staff Payroll format is for newly hired classroom teachers. |
| 6/1/2011 Surveys Requ | Deleted Survey Period 2 as a required survey period. |
| 6/1/2011 Codes | Revised codes to align with new legislation SB -736. Deleted codes A and B. Added codes C, D, E, F and G. Revised code Z by replacing "classroom teacher or school principal" with "instructional staff member or school administrator." |
| 6/1/2011 Definition | Revised definition to align with new legislation SB -736. "Classroom teacher or school principal" was replaced with "instructional staff member or school administrator." Statutory reference was updated. |

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **221806**

Data Element Name: **Personnel Evaluation, Instructional Leadership Component**

A two-digit code (two decimal places are assumed) indicating the percent of a school administrator's evaluation that is based on instructional leadership, as defined in Section 1012.34(3)(a)3, Florida Statutes.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|------|------|
| None | None |
|------|------|

Notes: Employees who are not school administrators should be coded 00.

Length: 2

Data Type: Numeric

Year Implemented: 1112

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Fiscal Year Salaries DB9 43x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | |
|----------|--------------|
| 6/1/2011 | New element. |
|----------|--------------|

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **221807**

Data Element Name: **Personnel Evaluation, Instructional Practice Component**

A two-digit code (two decimal places are assumed) indicating the percent of an instructional staff member's evaluation that is based on instructional practice, as defined in Section 1012.34(3)(a)2, Florida Statutes.

| Code | Definition/Example |
|-------------|---------------------------|
|-------------|---------------------------|

| | |
|------|------|
| None | None |
|------|------|

Notes: Employees who are not instructional staff should be coded 00.

Length: 2

Data Type: Numeric

Year Implemented: 1112

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Fiscal Year Salaries DB9 43x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | |
|----------|--------------|
| 6/1/2011 | New element. |
|----------|--------------|

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2011-12

Data Element Number: **221808**

Data Element Name: **Personnel Evaluation, Measures of Student Learning Growth**

A code to indicate the measures upon which student learning growth, as defined by Section 1012.34(7)(a)-(e), Florida Statutes, is based in the personnel evaluation of a classroom teacher or school administrator.

| Code | Definition/Example |
|------|----------------------------------------------------------------------------------------------------------------|
| A | Exclusively (100%) on statewide assessments |
| B | Exclusively (100%) on district-developed or district-selected end-of-course assessments |
| C | Exclusively (100%) on other standardized assessments, including nationally recognized standardized assessments |
| D | Exclusively (100%) on industry certification examinations |
| E | Exclusively (100%) on measurable learning targets |
| F | Combination of assessments, with the state assessments accounting for the largest component |
| G | Combination of assessments, with the state assessments not accounting for the largest component |
| Z | Not a classroom teacher or school administrator. |

None

Length: 1

Data Type: Alphabetic

Year Implemented: 1112

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Fiscal Year Salaries DB9 43x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Data Element Number: **221808**

Data Element Name: **Personnel Evaluation, Measures of Student Learning Growth**

Description of Changes:

6/1/2011

New element.

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **221809**

Data Element Name: **Personnel Evaluation, Professional and Job Responsibilities Component**

A two-digit code (two decimal places are assumed) indicating the percent of an instructional staff member or school administrator's evaluation that is based on professional and job responsibilities, as defined by Section 1012.34(3)(a)4, Florida Statutes.

| Code | Definition/Example |
|-------------|---------------------------|
|-------------|---------------------------|

| | |
|------|------|
| None | None |
|------|------|

Notes: Employees who are not school administrators or instructional staff members should be coded 00.

Length: 2

Data Type: Numeric

Year Implemented: 1112

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Fiscal Year Salaries DB9 43x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

6/1/2011 New element.

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **221810**

Data Element Name: **Personnel Evaluation, Student Learning Growth Component**

A two-digit code (two decimal places are assumed) indicating the percent of an instructional staff member or school administrator's evaluation that is based on student learning growth, as defined in Section 1012.34(7)(a)-(e), Florida Statutes.

| Code | Definition/Example |
|-------------|---------------------------|
|-------------|---------------------------|

| | |
|------|------|
| None | None |
|------|------|

Notes: Employees who are not school administrators or instructional staff members should be coded 00.

Length: 2

Data Type: Numeric

Year Implemented: 1112

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Fiscal Year Salaries DB9 43x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | |
|----------|-------------|
| 6/1/2011 | New element |
|----------|-------------|

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **215238**

Data Element Name: **Professional Development, Component Number**

A seven-digit code which identifies each component from the district Master Professional Development Plan.

See Appendix D: Professional Development Component Number.

| Code | Definition/Example |
|------|----------------------------------|
| | Not applicable for this element. |

Length: 7

Data Type: Numeric

Year Implemented: 9394

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

None

Surveys Required:

Survey 5 Yes

Appendixes:

Appendix D: Professional Development Component Number

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2011-12

Data Element Number: **215246**

Data Element Name: **Professional Development, Evaluation Method, Staff**

A one-character code to describe the primary means (50 percent or more) of evaluation of the professional development.

| Code | Definition/Example |
|------|-----------------------------------------------|
| A | Changes in classroom practices |
| B | Changes in instructional leadership practices |
| C | Changes in student services practices |
| D | Other changes in practices |
| Z | Did not evaluate staff outcomes |

Length: 1

Data Type: Alphabetic

Year Implemented: 1011

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

None

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **215248**

Data Element Name: **Professional Development, Evaluation Method, Student**

A one-character code to describe the primary means (50 percent or more) of evaluation of the professional development.

| Code | Definition/Example |
|------|---------------------------------------------------------|
| A | Results of district-developed/standardized student test |
| B | Results of school/teacher-constructed student test |
| C | Portfolios of student work |
| D | Observation of student performance |
| F | Other performance assessment |
| G | Did not evaluate student outcomes |

Length: 1

Data Type: Alphabetic

Year Implemented: 0506

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

None

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **215248**

Data Element Name: **Professional Development, Evaluation Method, Student**

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **215253**

Data Element Name: **Professional Development, Implementation Method**

A one-character code to describe the primary means (50 percent or more) prescribed to monitor implementation of the professional development component knowledge acquisition.

| Code | Definition/Example |
|------|----------------------------------------------------------------------------------------------------------------------------------------------|
| M | Structured Coaching/Mentoring (may include direct observation, conferencing, oral reflection and/or lesson demonstration) |
| N | Independent Learning/Action Research related to training (should include evidence of implementation) |
| O | Collaborative Planning related to training, includes Learning Community |
| P | Participant Product related to training (may include lesson plans, written reflection, audio/videotape, case study, samples of student work) |
| Q | Lesson Study group participation |
| R | Electronic - interactive |
| S | Electronic - non-interactive |

Length: 1

Data Type: Alphabetic

Year Implemented: 0203

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

None

Surveys Required:

Survey 5 Yes

Appendixes:

None

Data Element Number: **215253**

Data Element Name: **Professional Development, Implementation Method**

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **215243**

Data Element Name: **Professional Development, Learning Method**

A one-character code to describe the primary means (50 percent or more) of instructional delivery of the professional development component knowledge.

| Code | Definition/Example |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| A | Workshop |
| B | Electronic, Interactive |
| C | Electronic, Non-Interactive |
| D | Learning Community/Lesson Study Group |
| F | Independent Inquiry (Includes, for example, Action Research) |
| G | Structured Coaching/Mentoring (May include one-on-one or small group instruction by a coach/mentor with a teacher with specific learning objectives.) |

Length: 1

Data Type: Alphabetic

Year Implemented: 0203

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

None

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **215243**

Data Element Name: **Professional Development, Learning Method**

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **215258**

Data Element Name: **Professional Development, Participation Hours**

The number of hours of participation in each professional development component.

| Code | Definition/Example |
|-------------|---------------------------|
|-------------|---------------------------|

| | |
|-----------|--------------------------|
| (XXX) 060 | = 60 participation hours |
|-----------|--------------------------|

NOTE: Participation hours must be greater than zero and must not exceed 120 hours.

Length: 3

Data Type: Numeric

Year Implemented: 9293

State Standard: No

Use Types:

| | |
|------------------|-----|
| State Reporting: | Yes |
|------------------|-----|

| | |
|-----------------------|-----|
| Local Accountability: | Yes |
|-----------------------|-----|

Formats Required:

None

Surveys Required:

| | |
|----------|-----|
| Survey 5 | Yes |
|----------|-----|

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **215263**

Data Element Name: **Professional Development, Primary Purpose**

A one-character code to describe the primary purpose (50 percent or more) of the professional development.

| Code | Definition/Example |
|-------|---------------------------------------------------------------------|
| A* | Add-on Endorsement |
| B | Alternative Certification |
| C | Florida Educators Certificate Renewal |
| D | Other Professional Certificate/License Renewal |
| E** | Professional Skill Building |
| F*** | W. Cecil Golden Professional Development Program for School Leaders |
| G**** | Approved District Leadership Development Program |

*Note: An out-of-field teacher for whom the most critical and primary purpose of the inservice is “add-on” endorsement.

**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.

***Note: As part of an approved district leadership development program, professional development offerings provided through the W. Cecil Golden Professional Development Program for School Leaders. S.B.E. 6A-5.081(2)(d)1

****Note: As part of an approved district leadership development program, professional development offerings NOT provided through the W. Cecil Golden Professional Development Program for School Leaders. S.B.E. 6A-5.081(2)(d)1

Length: 1

Data Type: Alphabetic

Year Implemented: 0203

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

None

Surveys Required:

Survey 5 Yes

Data Element Number: **215263**

Data Element Name: **Professional Development, Primary Purpose**

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2011-12

Data Element Number: **216245**

Data Element Name: **Race: American Indian or Alaska Native**

A code to indicate whether the staff member is an American Indian or Alaska Native as per the description below.

A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

| Code | Definition/Example |
|------|------------------------------------------------------------------|
| N | No, the staff member is not an American Indian or Alaska Native. |
| Y | Yes, the staff member is an American Indian or Alaska Native. |

Notes:

This element was first required in the 2009-10 fiscal year.

Staff members coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

| | |
|--------------------------|------------|
| Length: | 1 |
| Data Type: | Alphabetic |
| Year Implemented: | 0809 |
| State Standard: | Yes |
| Use Types: | |
| State Reporting: | Yes |
| Local Accountability: | Yes |

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

| | |
|----------|----------|
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 5 | Yes |
| Survey 8 | Optional |

Appendixes:

None

Data Element Number: **216245**

Data Element Name: **Race: American Indian or Alaska Native**

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **216297**

Data Element Name: **Race: Asian**

A code to indicate whether the staff member is Asian as per the description below.

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|------------------------------------|
| N | No, the staff member is not Asian. |
|---|------------------------------------|

| | |
|---|---------------------------------|
| Y | Yes, the staff member is Asian. |
|---|---------------------------------|

Notes:

This element was first required in the 2009-10 fiscal year.

Staff members coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

Length: 1

Data Type: Alphabetic

Year Implemented: 0809

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Data Element Number: **216297**

Data Element Name: **Race: Asian**

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2011-12

Data Element Number: **216347**

Data Element Name: **Race: Black or African American**

A code to indicate whether the staff member is Black or African American as per the description below.

A person having origins in any of the black racial groups of Africa.

| Code | Definition/Example |
|------|--------------------------------------------------------|
| N | No, the staff member is not Black or African American. |
| Y | Yes, the staff member is Black or African American. |

Notes:

This element was first required in the 2009-10 fiscal year.

Staff members coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

Length: 1

Data Type: Alphabetic

Year Implemented: 0809

State Standard: Yes

Use Types:

| | |
|-----------------------|-----|
| State Reporting: | Yes |
| Local Accountability: | Yes |

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

| | |
|----------|----------|
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 5 | Yes |
| Survey 8 | Optional |

Appendixes:

None

Description of Changes:

None

Data Element Number: **216347**

Data Element Name: **Race: Black or African American**

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **216397**

Data Element Name: **Race: Native Hawaiian or Other Pacific Islander**

A code to indicate whether the staff member is a Native Hawaiian or Other Pacific Islander as per the description below.

A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

| Code | Definition/Example |
|------|--------------------------------------------------------------------------|
| N | No, the staff member is not a Native Hawaiian or Other Pacific Islander. |
| Y | Yes, the staff member is a Native Hawaiian or Other Pacific Islander. |

Notes:

This element was first required in the 2009-10 fiscal year.

Staff members coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

| | |
|-----------------------|------------|
| Length: | 1 |
| Data Type: | Alphabetic |
| Year Implemented: | 0809 |
| State Standard: | Yes |
| Use Types: | |
| State Reporting: | Yes |
| Local Accountability: | Yes |

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

| | |
|----------|----------|
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 5 | Yes |
| Survey 8 | Optional |

Appendixes:

None

Data Element Number: **216397**

Data Element Name: **Race: Native Hawaiian or Other Pacific Islander**

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2011-12

Data Element Number: **216447**

Data Element Name: **Race: White**

A code to indicate whether the staff member is White as per the description below.

A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|------------------------------------|
| N | No, the staff member is not White. |
|---|------------------------------------|

| | |
|---|---------------------------------|
| Y | Yes, the staff member is White. |
|---|---------------------------------|

Notes:

This element was first required in the 2009-10 fiscal year.

Staff members coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

Length: 1

Data Type: Alphabetic

Year Implemented: 0809

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Description of Changes:

None

Data Element Number: **216447**

Data Element Name: **Race: White**

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **216565** **Year Deleted: 1011**

Data Element Name: **Racial/Ethnic Category**

The racial/ethnic group to which the staff member belongs or with which the staff member identifies.

| Code | Definition/Example |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A | Asian/Pacific Islander: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa. |
| B | Black, Non-Hispanic: Persons having origins in any of the Black racial groups of Africa. |
| H | Hispanic: Persons of Mexican, Puerto Rican, Cuban, Central and South American or other Spanish culture or origin, regardless of race. |
| I | American Indian/Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. |
| W | White, Non-Hispanic: Persons having origins in any of the original peoples of Europe, North Africa or the Middle East. |

Racial/Ethnic designators do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with or is regarded in the community as belonging. However, no person would be counted in more than one racial/ethnic group.

Length: 1
Data Type: Alphabetic
Year Implemented: 8788
State Standard: Yes
Use Types:
State Reporting: Yes
Local Accountability:

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes
Survey 3 Yes
Survey 5 Yes
Survey 6 Optional

Appendixes:

None

Data Element Number: 216565 **Year Deleted: 1011**

Data Element Name: **Racial/Ethnic Category**

Description of Changes:

7/1/2010 Year Inactive Element deleted for fiscal year 2010-11

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2011-12

Data Element Number: **216915**

Data Element Name: **Reading Endorsement, Competency 1**

A code to indicate the instructional staff member's completion or non-completion of Competency 1 required for a Reading Endorsement.

| Code | Definition/Example |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C | The instructional staff member is in the process of completing the practicum for content area reading professional development (CAR-PD) or has completed CAR-PD in its entirety. |
| G | The instructional staff member is in the process of completing Next Generation Content Area Reading – Professional Development (NGCAR-PD) or has completed NGCAR-PD in its entirety. |
| N | No, the instructional staff member did not complete Competency 1. |
| P | The instructional staff member is currently working toward completion of K-12 Reading certification. |
| R | The instructional staff member has met the requirement through K-12 Reading certification. |
| Y | Yes, the instructional staff member completed Competency 1. |
| Z | Not applicable – not an instructional employee or not required for/applicable to this instructional staff member. |

Length: 1

Data Type: Alphabetic

Year Implemented: 0607

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Data Element Number: **216915**

Data Element Name: **Reading Endorsement, Competency 1**

Description of Changes:

| | |
|----------------|-------------------------------------------------------|
| 6/1/2011 Codes | Added new code "G" for Next Generation CAR-PD option. |
|----------------|-------------------------------------------------------|

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **216916**

Data Element Name: **Reading Endorsement, Competency 2**

A code to indicate the instructional staff member's completion or non-completion of Competency 2 required for a Reading Endorsement.

| Code | Definition/Example |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C | The instructional staff member is in the process of completing the practicum for content area reading professional development (CAR-PD) or has completed CAR-PD in its entirety. |
| G | The instructional staff member is in the process of completing Next Generation Content Area Reading – Professional Development (NGCAR-PD) or has completed NGCAR-PD in its entirety. |
| N | No, the instructional staff member did not complete Competency 2. |
| P | The instructional staff member is currently working toward completion of K-12 Reading certification. |
| R | The instructional staff member has met the requirement through K-12 Reading certification. |
| Y | Yes, the instructional staff member completed Competency 2. |
| Z | Not applicable – not an instructional employee or not required for/applicable to this instructional staff member. |

Length: 1

Data Type: Alphabetic

Year Implemented: 0607

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Data Element Number: **216916**

Data Element Name: **Reading Endorsement, Competency 2**

Description of Changes:

| | |
|----------------|-------------------------------------------------------|
| 6/1/2011 Codes | Added new code "G" for Next Generation CAR-PD option. |
|----------------|-------------------------------------------------------|

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **216917**

Data Element Name: **Reading Endorsement, Competency 3**

A code to indicate the instructional staff member's completion or non-completion of Competency 3 required for a Reading Endorsement.

| Code | Definition/Example |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C | The instructional staff member is in the process of completing the practicum for content area reading professional development (CAR-PD) or has completed CAR-PD in its entirety. |
| G | The instructional staff member is in the process of completing Next Generation Content Area Reading – Professional Development (NGCAR-PD) or has completed NGCAR-PD in its entirety. |
| N | No, the instructional staff member did not complete Competency 3. |
| P | The instructional staff member is currently working toward completion of K-12 Reading certification. |
| R | The instructional staff member has met the requirement through K-12 Reading certification. |
| Y | Yes, the instructional staff member completed Competency 3. |
| Z | Not applicable – not an instructional employee or not required for/applicable to this instructional staff member. |

Length: 1

Data Type: Alphabetic

Year Implemented: 0607

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Data Element Number: **216917**

Data Element Name: **Reading Endorsement, Competency 3**

Description of Changes:

| | |
|----------------|-------------------------------------------------------|
| 6/1/2011 Codes | Added new code "G" for Next Generation CAR-PD option. |
|----------------|-------------------------------------------------------|

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **216918**

Data Element Name: **Reading Endorsement, Competency 4**

A code to indicate the instructional staff member's completion or non-completion of Competency 4 required for a Reading Endorsement.

| Code | Definition/Example |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C | The instructional staff member is in the process of completing the practicum for content area reading professional development (CAR-PD) or has completed CAR-PD in its entirety. |
| G | The instructional staff member is in the process of completing Next Generation Content Area Reading – Professional Development (NGCAR-PD) or has completed NGCAR-PD in its entirety. |
| N | No, the instructional staff member did not complete Competency 4. |
| P | The instructional staff member is currently working toward completion of K-12 Reading certification. |
| R | The instructional staff member has met the requirement through K-12 Reading certification. |
| Y | Yes, the instructional staff member completed Competency 4. |
| Z | Not applicable – not an instructional employee or not required for/applicable to this instructional staff member. |

Length: 1

Data Type: Alphabetic

Year Implemented: 0607

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Data Element Number: **216918**

Data Element Name: **Reading Endorsement, Competency 4**

Description of Changes:

| | |
|----------------|-------------------------------------------------------|
| 6/1/2011 Codes | Added new code "G" for Next Generation CAR-PD option. |
|----------------|-------------------------------------------------------|

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **216919**

Data Element Name: **Reading Endorsement, Competency 5**

A code to indicate the instructional staff member's completion or non-completion of Competency 5 required for a Reading Endorsement.

| Code | Definition/Example |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C | The instructional staff member is in the process of completing the practicum for content area reading professional development (CAR-PD) or has completed CAR-PD in its entirety. |
| G | The instructional staff member is in the process of completing Next Generation Content Area Reading – Professional Development (NGCAR-PD) or has completed NGCAR-PD in its entirety. |
| N | No, the instructional staff member did not complete Competency 5. |
| P | The instructional staff member is currently working toward completion of K-12 Reading certification. |
| R | The instructional staff member has met the requirement through K-12 Reading certification. |
| Y | Yes, the instructional staff member completed Competency 5. |
| Z | Not applicable – not an instructional employee or not required for/applicable to this instructional staff member. |

Length: 1

Data Type: Alphabetic

Year Implemented: 0607

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Data Element Number: **216919**

Data Element Name: **Reading Endorsement, Competency 5**

Description of Changes:

| | |
|----------------|-------------------------------------------------------|
| 6/1/2011 Codes | Added new code "G" for Next Generation CAR-PD option. |
|----------------|-------------------------------------------------------|

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **216920**

Data Element Name: **Reading Endorsement, Competency 6**

A code to indicate the instructional staff member's completion or non-completion of Competency 6 required for a Reading Endorsement.

| Code | Definition/Example |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C | The instructional staff member is in the process of completing the practicum for content area reading professional development (CAR-PD) or has completed CAR-PD in its entirety. |
| G | The instructional staff member is in the process of completing Next Generation Content Area Reading – Professional Development (NGCAR-PD) or has completed NGCAR-PD in its entirety. |
| N | No, the instructional staff member did not complete Competency 6. |
| P | The instructional staff member is currently working toward completion of K-12 Reading certification. |
| R | The instructional staff member has met the requirement through K-12 Reading certification. |
| Y | Yes, the instructional staff member completed Competency 6. |
| Z | Not applicable – not an instructional employee or not required for/applicable to this instructional staff member. |

Length: 1

Data Type: Alphabetic

Year Implemented: 0607

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Data Element Number: **216920**

Data Element Name: **Reading Endorsement, Competency 6**

Description of Changes:

| | |
|----------------|-------------------------------------------------------|
| 6/1/2011 Codes | Added new code "G" for Next Generation CAR-PD option. |
|----------------|-------------------------------------------------------|

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2011-12

Data Element Number: **217265**

Data Element Name: **Salary Schedule Pay Lane**

The pay lane on the district instructional salary matrix from which the individual is paid.

| Code | Definition/Example |
|------|--------------------------------------------------------------------------------------------------------------------------|
| 0 | Not an instructional employee and/or is not paid on the regular instructional personnel salary schedule. |
| 1 | Bachelor's |
| 2 | Bachelor's Plus |
| 3 | Master's |
| 4 | Master's Plus |
| 5 | Beyond Master's Plus |
| 6 | Specialist |
| 7 | Doctorate |
| 8 | Flat Rate Example: JROTC instructors or instructional personnel hired on or after July 1, 2011 as per s. 1012.22(1)(c)3. |

Length: 1

Data Type: Numeric

Year Implemented: 8990

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Payroll Information DB9 30x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Data Element Number: **217265**

Data Element Name: **Salary Schedule Pay Lane**

Description of Changes:

| | |
|----------------|-------------------------------------------------------------------------|
| 6/1/2011 Codes | Revised definition of code 8 to include staff hired after July 1, 2011. |
|----------------|-------------------------------------------------------------------------|

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **217325**

Data Element Name: **Salary Schedule Step**

A two-digit salary schedule step for instructional personnel. Instructional personnel who are in their first year should be placed on Step 00. Second year personnel are on Step 01 and so forth. Use code 99 for employees who are not instructional personnel and/or are not paid on the regular instructional personnel salary schedule. Use code 98 for employees on a flat rate schedule (e.g., JROTC instructors).

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|----------------------------------|
| | Not applicable for this element. |
|--|----------------------------------|

Length: 2

Data Type: Numeric

Year Implemented: 8990

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Payroll Information DB9 30x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **217385**

Data Element Name: **Salary Supplement Type**

A code to identify each type of annual salary supplement scheduled to be paid.

| Code | Definition/Example |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A | Athletic - includes supplements to athletic directors, trainers, head coaches, assistant coaches, etc. |
| B | Academic - includes supplements to band directors, department heads, cheerleader sponsors, yearbook directors, drama sponsors, etc. |
| C | Merit Pay - awarded by the local school district |
| E | Inservice Stipends - supplement paid to an employee who has completed certain inservice hours, coursework, or other training. |
| F | Extended Day - supplements to those who teach an extended period for extra pay beyond the regular contracted day, including teaching during a planning period and after-school tutoring. |
| G | Other |
| H | Florida Excellent Teaching Program Bonus - includes salary bonuses and mentoring bonuses as indicated in s. 1012.72, F.S. |
| I | Florida School Recognition Program as defined in s. 1008.36, F.S. |
| J | Performance Pay Incentive. |
| K | Advanced Placement Instruction bonus as defined in s. 1011.62(1)(n), F.S. |
| N | Bonus for Teacher Retention in an area of critical state concern. |
| O | Bonus for Teacher Recruitment in an area of critical state concern. |
| P | Bonus for teacher (instructional personnel) retention. |
| Q | International Baccalaureate instruction bonus as defined in s. 1011.62(1)(l), F.S. |
| R | Bonus for teacher (instructional personnel) recruitment. |
| S | Sick Leave Buy Back – payment for unused sick leave. |
| T | Terminal Pay – payment for unused annual leave. |
| U | In-Kind Compensation – examples: uniforms, car, etc. |
| V | Sabbatical Leave Pay. |
| W | Advance International Certificate of Education bonus as defined in s. 1011.62(1)(m), F.S. |
| X | Merit Awards Program performance pay as defined in s. 1012.225, F.S. |
| Y | Advanced Degree (in area of certification) as defined in s. 1012.22(1)(c)3. |

Length: 1
Data Type: Alphabetic
Year Implemented: 8788
State Standard: No
Use Types:
State Reporting: Yes
Local Accountability: Yes

Data Element Number: **217385**

Data Element Name: **Salary Supplement Type**

Formats Required:

Staff Salary Supplements DB9 32x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

None

Description of Changes:

| | |
|----------------|-------------------------------------------------------------------------------------------------------------------------------|
| 6/1/2011 Codes | Revised definition of code J to delete statute reference that is no longer applicable. Added new code Y to align with SB 736. |
|----------------|-------------------------------------------------------------------------------------------------------------------------------|

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2011-12

Data Element Number: **217415**

Data Element Name: **Salary Supplement Type/Value**

A code to identify up to eleven types of annual salary supplements and their corresponding monetary values paid to an employee during the fiscal year being reported.

Report the Salary Supplement Type in positions 1, 9, 17, etc. followed by the corresponding Salary Supplement Value in the next seven positions. Use the following codes for Salary Supplement Type:

The monetary value of the salary supplement should be reported using two decimal places as follows.

Example: 0045000 = \$450.00

| Code | Definition/Example |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0 | No salary supplement |
| A | Athletic - includes supplements to athletic directors, trainers, head coaches, assistant coaches, etc. |
| B | Academic - includes supplements to band directors, department heads, cheerleader sponsors, yearbook directors, drama sponsors, etc. |
| C | Merit Pay - awarded by the local school district. |
| E | Inservice Stipends - supplement paid to an employee who has completed certain inservice hours, coursework, or other training. |
| F | Extended Day - supplements to those who teach an extended period for extra pay beyond the regular contracted day, including teaching during a planning period or after-school tutoring. |
| G | Other |
| H | Florida Excellent Teaching Program Bonus - includes salary bonuses and mentoring bonuses as indicated in s. 1012.72, F.S. |
| I | Florida School Recognition Program as defined in s. 1008.36, F.S. |
| J | Performance Pay Incentive. |
| K | Advanced Placement Instruction bonus as defined in s. 1011.62(1)(o), F.S. |
| N | Bonus for Teacher Retention in an area of critical state concern. |
| O | Bonus for Teacher Recruitment in an area of critical state concern. |
| P | Bonus for teacher (instructional personnel) retention. |
| Q | International Baccalaureate instruction bonus as defined in s. 1011.62(1)(m), F.S. |
| R | Bonus for teacher (instructional personnel) recruitment. |
| S | Sick Leave Buy Back – payment for unused sick leave |
| T | Terminal Pay – Payment for unused annual leave. |
| U | In-Kind Compensation – Examples: uniforms, car, etc. |
| V | Sabbatical Leave Pay |
| W | Advance International Certificate of Education bonus as defined in s. 1011.62(1)(n), F.S. |
| X | Merit Awards Program performance pay as defined in s. 1012.225, F.S. |
| Y | Advanced Degree (in area of certification) as defined in s. 1012.22(1)(c)3. |

Length: 88

Data Type: Alphanumeric

Year Implemented: 9798

Data Element Number: **217415**

Data Element Name: **Salary Supplement Type/Value**

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Fiscal Year Salaries DB9 43x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

6/1/2011 Codes

Revised definition of code J to delete statute reference that is no longer applicable.
Added new code Y to align with SB 736.

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **217445**

Data Element Name: **Salary Supplement Value**

The monetary value of the annual salary supplement.

| Code | Definition/Example |
|-------------|---------------------------|
|-------------|---------------------------|

| | |
|---------|------------|
| 0045000 | = \$450.00 |
|---------|------------|

Length: 7

Data Type: Numeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Salary Supplements DB9 32x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **217505**

Data Element Name: **School Number, Other**

The state assigned four-digit school number (0001-9899) which indicates each administrative reporting unit to which the individual is assigned other than the primary/home school.

| Code | Definition/Example |
|-------------|---------------------------|
|-------------|---------------------------|

| | |
|--|----------------------------------|
| | Not applicable for this element. |
|--|----------------------------------|

Length: 4

Data Type: Numeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **217565**

Data Element Name: **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.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|----------------------------------|
| | Not applicable for this element. |
|--|----------------------------------|

Length: 4

Data Type: Numeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Additional Job Assignments DB9 31x

Staff Demographic Information DB9 27x

Staff Fiscal Year Benefits DB9 44x

Staff Fiscal Year Salaries DB9 43x

Staff Payroll Information DB9 30x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Yes

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2011-12

Data Element Number: **217638**

Data Element Name: **School Principal Certification Program**

A one-character code to describe the status of a participant in a district approved School Principal Certification Program. This element applies only to employees who have been in an approved district School Principal Certification Program during the Fiscal Year being reported.

| Code | Definition/Example |
|------|-------------------------------------------------------------------------------------|
| A | Admitted (entered the program and not withdrawn during the fiscal year) |
| B | Enrolled (previously entered, still in the program, and not completed or withdrawn) |
| C | Completed (completed the program this year) |
| D | Withdrawn (exited the program without completing the program) |
| Z | Not applicable/none of the above |

Note: For Survey Periods 2 and 3 the School Principal Certification Program code must be Z.

Length: 1

Data Type: Alphabetic

Year Implemented: 0809

State Standard: No

Use Types:

| | |
|-----------------------|-----|
| State Reporting: | Yes |
| Local Accountability: | Yes |

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

| | |
|----------|----------|
| Survey 2 | Default |
| Survey 3 | Default |
| Survey 5 | Yes |
| Survey 8 | Optional |

Appendixes:

None

Description of Changes:

None

Data Element Number: **217638**

Data Element Name: **School Principal Certification Program**

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **217685**

Data Element Name: **Selected Benefits, Frequency**

A four-digit code (two decimal places are assumed) indicating the number of times per fiscal year a contribution is made to the selected employee benefit.

| Code | Definition/Example |
|------------------|--------------------------------------------------------------------------------------------------------------------|
| Examples: | |
| 0100 | The benefit is paid once in the year. |
| 1000 | The benefit is paid 10 equal times per year. |
| 1050 | The benefit is paid 10.5 times per year, i.e., 10 equal full contributions and one-half of a contribution is made. |

Length: 4

Data Type: Numeric

Year Implemented: 9495

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Benefits DB9 33x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **217745**

Data Element Name: **Selected Benefits, Type**

A code to identify each type of benefit to which the school district contributes.

See Appendix I: Selected Benefits Definitions.

| Code | Definition/Example |
|------|---------------------------------------------|
| A | Health and Hospitalization |
| B | Life Insurance |
| C | Social Security |
| D | Florida Retirement System |
| E | Commercial or Mutual Insurance Annuity Plan |
| F | Unemployment Compensation |
| G | Worker's Compensation |
| K | Cafeteria Plan |
| L | Other |
| M | Medicare |
| N | Cafeteria Plan - Administrative Costs |

Length: 1

Data Type: Alphabetic

Year Implemented: 9495

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Benefits DB9 33x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

Appendix I: Selected Benefits Definitions

Data Element Number: **217745**

Data Element Name: **Selected Benefits, Type**

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **217775**

Data Element Name: **Selected Benefits, Type/Value**

A code to identify up to eleven types of benefits and their corresponding monetary values to which the school district contributed for the employee during the fiscal year being reported.

Report the selected Benefits, Type in positions 1, 10, 19, etc. followed by the corresponding Selected Benefits, Value in the next eight positions.

For Selected Benefits Type explanations, see Appendix I: Selected Benefits Definitions.

| Code | Definition/Example |
|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| A | Health and Hospitalization |
| B | Life Insurance |
| C | Social Security |
| D | Florida Retirement System |
| E | Commercial or Mutual Insurance Annuity Plan |
| F | Unemployment Compensation |
| G | Worker's Compensation |
| K | Cafeteria Plan |
| L | Other |
| M | Medicare |
| N | Cafeteria Plan - Administrative Costs |
| Z | No Benefits |
| The monetary value of the contribution to the selected employee benefit should be reported using two decimal places, as follows. | |

Examples:

| | |
|----------|--------------------------------|
| 00000000 | Equals 0 No benefits received. |
| 00012500 | Equals \$125.00 |

Note: The selected Benefits, Value should be the actual amount of the benefit attributable to the reported Job Code and should include only the employer's cost. Do not include any employee contributions.

Length: 99

Data Type: Alphanumeric

Year Implemented: 9798

State Standard: No

Use Types:

| | |
|-----------------------|-----|
| State Reporting: | Yes |
| Local Accountability: | Yes |

Formats Required:

Data Element Number: **217775**

Data Element Name: **Selected Benefits, Type/Value**

Staff Fiscal Year Benefits DB9 44x

Surveys Required:

Survey 5 Yes

Appendixes:

Appendix I: Selected Benefits Definitions

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **217805**

Data Element Name: **Selected Benefits, Value**

The monetary value of the contribution to the selected employee benefit.

| Code | Definition/Example |
|------|----------------------------|
| | 00000000 = 0 (substitutes) |
| | 00012500 = \$125.00 |

Length: 8

Data Type: Numeric

Year Implemented: 9495

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Benefits DB9 33x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **217865**

Data Element Name: **Separation Date**

The date of the employee's separation from regular service with the school district.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|----------|-----------------------------------------------------|
| 00000000 | = Not applicable. Include temporary employees here. |
|----------|-----------------------------------------------------|

| | |
|---------------------|----------------|
| (MMDDYYYY) 06021988 | = June 2, 1988 |
|---------------------|----------------|

NOTE: Report the date of separation from regular employment for employees who return to temporary employment with the district. For example, report the separation date for a teacher who retires and returns to the district as a temporary substitute teacher.

Length: 8

Data Type: Numeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Default

Survey 3 Default

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2011-12

Data Element Number: **217895** **Year Deleted: 1112**

Data Element Name: **Separation from Teaching**

The reason the regular full-time classroom teacher is leaving the teaching position.

Code **Definition/Example**

INVOLUNTARY

| | |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| B | Probationary [pursuant to 1012.33(1)(b) or (3)(a)4, F.S.] |
| C | Performance [pursuant to 1012.33(3)(a)4(e)(f), F.S.]; includes unsatisfactory job performance as well as reasons such as failure to obtain adequate certification or certification expiration. |
| D | Reduction in Force [pursuant to 1012.33(5), F.S.] |
| G | Not reappointed to position; contract expiration |

OTHER

| | |
|---|--------------------------------------------|
| E | Other; includes job abandonment and death. |
|---|--------------------------------------------|

VOLUNTARY

| | |
|---|---------------------------------------------------------------|
| A | Resignation; including retirement |
| F | Promotion/Transfer to a non-teaching position in the district |

Length: 1

Data Type: Alphabetic

Year Implemented: 0607

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Teacher Exit Interview DB9 58x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Data Element Number: 217895 **Year Deleted: 1112**

Data Element Name: **Separation from Teaching**

Description of Changes:

6/1/2011 Year Inactive This element was deleted in 2011-12.

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **217925**

Data Element Name: **Separation Reason**

The reason for which the employee separated from the school system.

| Code | Definition/Example |
|------|-----------------------------------------------------------------|
| A | Retirement |
| B | Resignation for employment in education in Florida |
| C | Resignation for employment outside of education |
| D | Resignation with prejudice |
| E | Resignation for other personal reasons |
| F | Staff reduction |
| G | Dismissal due to findings by the board related to charges |
| H | Death |
| I | Contract expired |
| J | Reason not known |
| K | Disabled |
| L | Resignation for employment in education outside Florida |
| M | Contract not renewed, due to less than satisfactory performance |
| N | Dismissal during probationary period. |
| O | Job Abandonment |
| Z | Not applicable. Include temporary employees here. |

Note: When code M is specified, the district must maintain written documentation (e.g., appraisals, recommendations, etc.) supporting the non-renewal of the contract based on unsatisfactory job performance.

Note: Code N is used for instructional staff, supervisors, and principals dismissed during the 97 day probationary period pursuant to s. 1012.33(1)(b) or (3)(a)4, F.S. Also this code can be used for other staff dismissed during the probationary period.

Note: Report the date of separation from regular employment for employees who return to temporary employment with the district. For example, report the separation date for a teacher who retires and returns to the district as a temporary substitute teacher.

Length: 1
Data Type: Alphabetic
Year Implemented: 9293
State Standard: No
Use Types:
State Reporting: Yes
Local Accountability: Yes

Formats Required:

Data Element Number: **217925**

Data Element Name: **Separation Reason**

Staff Demographic Information DB9 27x

Surveys Required:

| | |
|----------|----------|
| Survey 2 | Default |
| Survey 3 | Default |
| Survey 5 | Yes |
| Survey 8 | Optional |

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **218045**

Data Element Name: **Social Security Number**

The number assigned to an individual by the Social Security Administration (left justified).

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:

Code Definition/Example

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.

Length: 10

Data Type: Alphanumeric

Year Implemented: 8788

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Additional Job Assignments DB9 31x

Staff Benefits DB9 33x

Staff Demographic Information DB9 27x

Staff Experience DB9 28x

Staff Fiscal Year Benefits DB9 44x

Staff Fiscal Year Salaries DB9 43x

Staff Multidistrict Employee DB9 29x

Staff Payroll Information DB9 30x

Staff Salary Supplements DB9 32x

Teacher Exit Interview DB9 58x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Yes

Data Element Number: **218045**

Data Element Name: **Social Security Number**

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **218075**

Data Element Name: **Staff Number Identifier, Local**

A ten-character code used by the school district locally to uniquely identify an employee. This staff identifier must be different than the Social Security Number or the district-defined number used in lieu of a social security number provided in the Social Security Number data element field.

Note: This element is optional. If the district reports this identifier on a data format submitted to the Automated Staff Data Base, this identifier will be included on designated print reports, available from the system, in place of the Social Security Number or data provided in the Social Security Number data element field.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|----------------------------------|
| | Not applicable for this element. |
|--|----------------------------------|

Length: 10

Data Type: Alphanumeric

Year Implemented: 0708

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Additional Job Assignments DB9 31x

Staff Benefits DB9 33x

Staff Demographic Information DB9 27x

Staff Experience DB9 28x

Staff Fiscal Year Benefits DB9 44x

Staff Fiscal Year Salaries DB9 43x

Staff Multidistrict Employee DB9 29x

Staff Payroll Information DB9 30x

Staff Salary Supplements DB9 32x

Teacher Exit Interview DB9 58x

Surveys Required:

Survey 2 Optional

Survey 3 Optional

Survey 5 Optional

Survey 8 Optional

Data Element Number: **218075**

Data Element Name: **Staff Number Identifier, Local**

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **220125**

Data Element Name: **Survey Period Code**

A code representing one of the state reporting periods.

| Code | Definition/Example |
|------|--------------------|
| 1 | July |
| 2 | October |
| 3 | February |
| 4 | June |
| 5 | End of Year |
| 8 | July |

Length: 1

Data Type: Numeric

Year Implemented: 9394

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Additional Job Assignments DB9 31x

Staff Benefits DB9 33x

Staff Demographic Information DB9 27x

Staff Experience DB9 28x

Staff Fiscal Year Benefits DB9 44x

Staff Fiscal Year Salaries DB9 43x

Staff Multidistrict Employee DB9 29x

Staff Payroll Information DB9 30x

Staff Salary Supplements DB9 32x

Teacher Exit Interview DB9 58x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Yes

Data Element Number: **220125**

Data Element Name: **Survey Period Code**

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **220175**

Data Element Name: **Teaching Experience**

The number of years of service as a classroom teacher including all classroom teaching experience in the current district as well as all classroom teaching experience outside the current district.

| Code | Definition/Example |
|-------------|---------------------------|
|-------------|---------------------------|

| | |
|----|-----------------------|
| 10 | = 10 years experience |
|----|-----------------------|

| | |
|----|--------------------------------------------------------------|
| 00 | = 0 years experience – teacher was in first year of teaching |
|----|--------------------------------------------------------------|

| | |
|----|----------------------|
| 04 | = 4 years experience |
|----|----------------------|

Note:

Data for this element can be derived by totaling the years of experience for Experience Types F, N, P and S reported in Surveys 2 or 3.

Length: 2

Data Type: Numeric

Year Implemented: 0607

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Teacher Exit Interview DB9 58x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2011-12

Data Element Number: **220195**

Data Element Name: **Title I School-Wide**

A code to identify the job category of the employee who worked with a Title I School-wide program and who was paid from Title I, Part A funds and the corresponding full-time equivalency (FTE) of this assignment.

| Code | Definition/Example |
|------|-------------------------------------------------------------------------------------------------------------------------|
| A | Administrator (non-clerical) |
| B | Teacher |
| C | Paraprofessional (instructional) |
| D | Paraprofessional (non-instructional) |
| E | Support staff (clerical and non-clerical) |
| F | Other Instructional Staff (counselors, librarians, psychologists, etc.) |
| Z | This employee was not employed in a Title I, Part A School-wide program and/or was not paid from Title I, Part A funds. |

Example:

| | |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| B050 | Fifty percent of the teacher's assignment was in a Title I, Part A School-wide program and was paid from Title I, Part A funds. |
| C100 | One hundred percent of the instructional paraprofessional's assignment was in a Title I, Part A School-wide program and was paid from Title I, Part A funds. |
| Z000 | This employee was not employed in a Title I, Part A School-wide program and/or was not paid from Title I, Part A funds. |

Length: 4

Data Type: Alphanumeric

Year Implemented: 0708

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Fiscal Year Salaries DB9 43x

Surveys Required:

Survey 5 Yes

Data Element Number: **220195**

Data Element Name: **Title I School-Wide**

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2011-12

Data Element Number: **220205**

Data Element Name: **Title I Targeted Assistance**

A code to identify the job category of the employee who worked with a Title I Targeted Assistance program and who was paid from Title I, Part A funds and the corresponding full-time equivalency (FTE) of this assignment.

| Code | Definition/Example |
|------|---------------------------------------------------------------------------------------------------------------------------------|
| A | Administrator (non-clerical) |
| B | Teacher |
| C | Paraprofessional (instructional) |
| D | Paraprofessional (non-instructional) |
| E | Support staff (clerical and non-clerical) |
| F | Other Instructional Staff (counselors, librarians, psychologists, etc.) |
| Z | This employee was not employed in a Title I, Part A Targeted Assistance program and/or was not paid from Title I, Part A funds. |

Examples:

| | |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| B050 | Fifty percent of the teacher's assignment was in a Title I, Part A Targeted Assistance program and was paid from Title I, Part A funds. |
| C100 | One hundred percent of the instructional paraprofessional's assignment was in a Title I, Part A Targeted Assistance program and was paid from Title I, Part A funds. |
| Z000 | This employee was not employed in a Title I, Part A Targeted Assistance program and/or was not paid from Title I, Part A funds. |

Length: 4

Data Type: Alphanumeric

Year Implemented: 0708

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Fiscal Year Salaries DB9 43x

Surveys Required:

Survey 5 Yes

Data Element Number: **220205**

Data Element Name: **Title I Targeted Assistance**

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **220225**

Data Element Name: **Transaction Code**

A code indicating the appropriate action to be taken with respect to the district data base reporting records.

| Code | Definition/Example |
|------|--------------------|
| A | Add Record |
| C | Update Record |
| D | Delete Record |

Length: 1

Data Type: Alphabetic

Year Implemented: 9394

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: No

Formats Required:

Staff Additional Job Assignments DB9 31x

Staff Benefits DB9 33x

Staff Demographic Information DB9 27x

Staff Experience DB9 28x

Staff Fiscal Year Benefits DB9 44x

Staff Fiscal Year Salaries DB9 43x

Staff Multidistrict Employee DB9 29x

Staff Payroll Information DB9 30x

Staff Salary Supplements DB9 32x

Teacher Exit Interview DB9 58x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Yes

Data Element Number: **220225**

Data Element Name: **Transaction Code**

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **220325**

Data Element Name: **Veteran Status**

A code to identify the veteran status of the employee. As defined in Section 1.01(14), Florida Statutes: "The term 'Veteran' means a person who served in the active military, naval, or air service and who was discharged or released therefrom under honorable conditions only or who later received an upgraded discharge under honorable conditions, notwithstanding any action by the Veteran Administration on individuals discharged or released with other than honorable discharges."

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|---------|
| V | Veteran |
|---|---------|

| | |
|---|----------------|
| Z | Not applicable |
|---|----------------|

Length: 1

Data Type: Alphabetic

Year Implemented: 9091

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

Data Element Number: **221805**

Data Element Name: **Voluntary Separation**

The reason the classroom teacher has voluntarily chosen to leave a regular full-time teaching position.

| Code | Definition/Example |
|------|------------------------------------------------------|
| A | Inadequate salary |
| B | Lack of opportunity for advancement |
| C | Dissatisfaction with supervisor |
| D | Dislike/unsuitability for assigned duties |
| E | Resignation in lieu of involuntary termination |
| F | Other family/personal reasons |
| G | Return to continuing education |
| H | Relocation |
| K | Inadequate benefits |
| L | Stress on job |
| M | Other |
| O | Raising a family |
| P | Entrepreneurship |
| Q | Promotion to a non-teaching position in the district |
| R | Transfer to a non-teaching position in the district |
| S | Health problems |
| Z | Not applicable. |

Note: The teacher may select up to five top reasons for leaving. If less than five reasons are selected Z-fill the remaining fields.

Length: 5
Data Type: Alphabetic
Year Implemented: 0607
State Standard: No
Use Types:
State Reporting: Yes
Local Accountability: Yes

Formats Required:
Teacher Exit Interview DB9 58x

Data Element Number: **221805**

Data Element Name: **Voluntary Separation**

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6/1/2011 Codes | Deleted codes I (retirement), J (end of temporary assignment), and N (spousal relocation). Reworded definition of code O from “child rearing” to “raising a family.” Revised definition of code Z by removing “not a voluntary separation.” |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**FLORIDA DEPARTMENT OF EDUCATION
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AUTOMATED STAFF DATA ELEMENTS**

| |
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| Implementation Date: Fiscal Year 1992-93 July 1, 1992 |
|--------------------------------------------------------------------|

APPENDIX A

FLORIDA EDUCATORS CERTIFICATE SUBJECT CODES

Appendix A: Deleted

The file containing the codes is at NWRDC.

File Description: Subject Code Name File

Dataset Name: DPS.DISTRICT.K9.F61707.Yxxxx

**FLORIDA DEPARTMENT OF EDUCATION
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AUTOMATED STAFF DATA ELEMENTS**

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| Implementation Date: Fiscal Year 1990-91 July 1, 1990 |
|--------------------------------------------------------------------|

APPENDIX B

DISTRICT NAME TABLE

| <u>District Number</u> | <u>District Name</u> | <u>District Number</u> | <u>District Name</u> |
|----------------------------|--------------------------|----------------------------|-------------------------------------|
| 01 | Alachua | 42 | Marion |
| 02 | Baker | 43 | Martin |
| 03 | Bay | 44 | Monroe |
| 04 | Bradford | 45 | Nassau |
| 05 | Brevard | 46 | Okaloosa |
| 06 | Broward | 47 | Okeechobee |
| 07 | Calhoun | 48 | Orange |
| 08 | Charlotte | 49 | Osceola |
| 09 | Citrus | 50 | Palm Beach |
| 10 | Clay | 51 | Pasco |
| 11 | Collier | 52 | Pinellas |
| 12 | Columbia | 53 | Polk |
| 13 | Dade | 54 | Putnam |
| 14 | DeSoto | 55 | St. Johns |
| 15 | Dixie | 56 | St. Lucie |
| 16 | Duval | 57 | Santa Rosa |
| 17 | Escambia | 58 | Sarasota |
| 18 | Flagler | 59 | Seminole |
| 19 | Franklin | 60 | Sumter |
| 20 | Gadsden | 61 | Suwannee |
| 21 | Gilchrist | 62 | Taylor |
| 22 | Glades | 63 | Union |
| 23 | Gulf | 64 | Volusia |
| 24 | Hamilton | 65 | Wakulla |
| 25 | Hardee | 66 | Walton |
| 26 | Hendry | 67 | Washington |
| 27 | Hernando | 68 | School for Deaf/Blind |
| 28 | Highlands | 69 | Dozier/Okeechobee |
| 29 | Hillsborough | 71 | Florida Virtual School |
| 30 | Holmes | 72 | FAU - Lab School |
| 31 | Indian River | 73 | FSU -Charter Lab School |
| 32 | Jackson | 74 | FAMU - Lab School |
| 33 | Jefferson | 75 | UF - Lab School |
| 34 | Lafayette | 76 | Department of Correctional |
| 35 | Lake | 78 | Florida Connections Academy |
| 36 | Lee | 79 | Florida Virtual Academy |
| 37 | Leon | 99 | Other than Florida Public School |
| 38 | Levy | | |
| 39 | Liberty | | |
| 40 | Madison | | |
| 41 | Manatee | | |

**FLORIDA DEPARTMENT OF EDUCATION
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VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS**

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|--------------------------------------------------------------------|
| Implementation Date: Fiscal Year 1995-96 July 1, 1995 |
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**APPENDIX C
COUNTRY CODES**

| <u>CODE</u> | <u>COUNTRY</u> | <u>CODE</u> | <u>COUNTRY</u> |
|-------------|---------------------------|-------------|-----------------------------|
| AF | Afghanistan | CV | Cape Verde |
| AB | Albania | CJ | Cayman Islands |
| AG | Algeria | CP | Central African Republic |
| AN | Andorra | CD | Chad |
| AO | Angola | CI | Chile |
| AV | Anguilla | CH | China |
| AY | Antarctica | KI | Christmas Island |
| AC | Antigua and Barbuda | CN | Clipperton Island |
| AX | Antilles | KG | Cocos Islands (Keeling) |
| AE | Argentina | CL | Colombia |
| AD | Armenia | CQ | Comoros |
| AA | Aruba | CF | Congo |
| AS | Australia | CR | Coral Sea Island |
| AU | Austria | CS | Costa Rica |
| AJ | Azerbaijan | DF | Croatia |
| AI | Azores Islands, Portugal | CU | Cuba |
| BF | Bahamas | DH | Curacao Island |
| BA | Bahrain | CY | Cyprus |
| BS | Baltic States | CX | Czechoslovakia |
| BG | Bangladesh | DT | Czech Republic |
| BB | Barbados | DK | Democratic Kampuchea |
| BI | Bassas Da India | DA | Denmark |
| BE | Belgium | DJ | Djibouti |
| BZ | Belize | DO | Dominica |
| BN | Benin | DR | Dominican Republic |
| BD | Bermuda | EJ | East Timor |
| BH | Bhutan | EC | Ecuador |
| BL | Bolivia | EG | Egypt |
| BJ | Bonaire Island | ES | El Salvador |
| BP | Bosnia and Herzegovina | EN | England |
| BC | Botswana | EA | Equatorial Africa |
| BV | Bouvet Island | EQ | Equatorial Guinea |
| BR | Brazil | ER | Eritrea |
| BT | British Virgin Islands | EE | Estonia |
| BW | British West Indies | ET | Ethiopia |
| BQ | Brunei Darussalam | EU | Europa Island |
| BU | Bulgaria | FA | Falkland Islands (Malvinas) |
| BX | Burkina Faso, West Africa | FO | Faroe Islands |
| BM | Burma | FJ | Fiji |
| BY | Burundi | FI | Finland |
| JB | Byelorussia SSR | FR | France |
| CB | Cambodia | FM | France, Metropolitan |
| CM | Cameroon | FN | French Guiana |
| CC | Canada | FP | French Polynesia |

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS**

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|--------------------------------------------------------------------|
| Implementation Date: Fiscal Year 1995-96 July 1, 1995 |
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**APPENDIX C (Continued)
COUNTRY CODES (Continued)**

| <u>CODE</u> | <u>COUNTRY</u> | <u>CODE</u> | <u>COUNTRY</u> |
|-------------|----------------------------------------|-------------|-------------------------------------|
| FS | French Southern and Antarctic Islands | KA | Kazakhstan |
| JC | French Southern Territories | KE | Kenya |
| FW | French West Africa | KB | Kiribati |
| GB | Gabon | KN | Korea, Peoples Republic of (North) |
| GM | Gambia | KR | Korea, Republic of (South) |
| GZ | Gaza Strip | KU | Kuwait |
| GD | Georgia | KC | Kyrgyzstan |
| GE | Germany | LO | Lao, Peoples Democratic Republic of |
| GH | Ghana | LP | Lapland |
| GI | Gibraltar | LV | Latvia |
| GO | Glorioso Islands | LE | Lebanon |
| GR | Greece | LT | Lesotho |
| GL | Greenland | LI | Liberia |
| GJ | Grenada | LY | Libya |
| GP | Guadeloupe | LB | Libyan Arab Jamahiriya |
| GT | Guatemala | LS | Liechtenstein |
| GF | Guernsey | LH | Lithuania |
| FG | Guiana | LU | Luxembourg |
| GV | Guinea | MC | Macau |
| GS | Guinea-Bissau | MF | Madagascar |
| GY | Guyana | IM | Madeira Islands |
| HA | Haiti | MK | Malawi |
| HM | Heard and McDonald Islands (Australia) | MY | Malaysia |
| HO | Honduras | MV | Maldives |
| HK | Hong Kong | ML | Mali |
| HU | Hungary | XA | Malta |
| IC | Iceland | MB | Martinique |
| II | India | MR | Mauritania |
| IX | Indian Ocean Territory (British) | MP | Mauritius |
| IO | Indonesia | YT | Mayotte |
| IR | Iran | NB | Melanesia |
| IZ | Iraq | MX | Mexico |
| EI | Ireland | OE | Moldova, Republic of |
| IS | Israel | MJ | Monaco |
| IT | Italy | MG | Mongolia |
| IV | Ivory Coast | MH | Montserrat |
| JM | Jamaica | OJ | Moorea |
| JN | Jan Meyan | MW | Morocco |
| JA | Japan | MZ | Mozambique |
| JO | Jordan | OP | Myanmar |
| JD | Juan De Nova Island | NK | Namibia |
| | | NR | Nauru |
| | | NP | Nepal |

**FLORIDA DEPARTMENT OF EDUCATION
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AUTOMATED STAFF DATA ELEMENTS**

| |
|--------------------------------------------------------------------|
| Implementation Date: Fiscal Year 1995-96 July 1, 1995 |
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**APPENDIX C (Continued)
COUNTRY CODES (Continued)**

| <u>CODE</u> | <u>COUNTRY</u> | <u>CODE</u> | <u>COUNTRY</u> |
|-------------|------------------------------------------|-------------|----------------------------------------------|
| NL | Netherlands | SL | Sierra Leone |
| NA | Netherlands Antilles | SK | Sikkim |
| NN | Neutral Zone | SN | Singapore |
| NW | New Caledonia | QH | Slovakia |
| NT | New Hibrides | JE | Slovenia |
| NZ | New Zealand | SI | Solomon Islands |
| NU | Nicaragua | SO | Somalia |
| NG | Niger | JF | South Georgia and the South Sandwich Islands |
| NI | Nigeria | SF | South Africa |
| QE | Niue | UR | Soviet Union |
| NF | Norfolk Island | SP | Spain |
| NX | North Africa | SS | Spanish Sahara |
| QI | North Ireland | SR | Spratley Islands |
| NO | Norway | CE | Sri Lanka, Ceylon |
| OC | Oceania | SB | St. Barthelemy |
| MU | Oman | SH | St. Helena (Ascension Island) |
| PI | Pacific Islands | SV | St. Kitts-Nevis |
| PK | Pakistan | SJ | St. Lucia |
| PS | Palestine | ST | St. LVC Vincentucia |
| PN | Panama | JS | St. Pierre and Miquelon |
| NQ | Papua New Guinea (Previously New Guinea) | JH | St. Vincent and Grenadines |
| PD | Paracel Islands | SU | Sudan |
| PX | Paraguay | SX | Suriname |
| PG | Persian Gulf States | JK | Svalbard |
| PE | Peru | WZ | Swaziland |
| RP | Philippines | SW | Sweden |
| PC | Pitcairn Islands | SZ | Switzerland |
| PL | Poland | SY | Syria |
| PY | Polynesia | JJ | Syrian Arab Republic |
| PO | Portugal | TA | Tahaiti |
| QA | Qatar | TB | Taiwan, Province of China |
| RE | Reunion | TZ | Tanzania, United Republic of |
| RH | Rhodesia | TJ | Tajikistan |
| RO | Romania | TH | Thailand |
| RU | Russian Federation | TO | Togo |
| RW | Rwanda | TL | Tokelau |
| QD | Samoa | XT | Tonga |
| SM | San Marino | TD | Trinidad and Tobago |
| SQ | Sao Tome and Principe | TR | Tromelin Island |
| SA | Saudi Arabia | TQ | Trust Territory of Pacific |
| LD | Scotland | TS | Tunisia |
| SG | Senegal | TU | Turkey |
| SE | Seychelles Islands | TE | Turkmen (S.S.R.) |

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**APPENDIX C (Continued)
COUNTRY CODES (Continued)**

| <u>CODE</u> | <u>COUNTRY</u> | <u>CODE</u> | <u>COUNTRY</u> |
|-------------|---------------------------------------------------------|-------------|---------------------------------------|
| TK | Turks and Caicos Islands | VE | Venezuela |
| TY | Tuvalu | VM | Vietnam |
| UG | Uganda | WL | Wales |
| UA | Ukraine (Formerly, Ukrainian Soviet Socialist Republic) | WC | Wallis and Futuna Islands |
| UB | Union of Soviet Socialist Republic | WN | West Indies |
| TC | United Arab Emirates | WB | Western Sahara |
| UK | United Kingdom (Great Britain) | WS | Western Samoa |
| US | United States | YS | Yemen, Peoples Democratic Republic of |
| UV | Upper Volta | YE | Yemen, Arab Republic |
| UY | Uruguay | YO | Yugoslavia |
| UD | Uzbekistan | CG | Zaire |
| TV | Vatican City | ZA | Zambia |
| VN | Vanuatu | ZB | Zimbabwe |

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APPENDIX D

PROFESSIONAL DEVELOPMENT COMPONENT NUMBER

The component number is a unique seven-digit number assigned by the district to each individual component and should remain the same during the life of the component. It is composed of the following codes:

POSITION 1: FUNCTION - A one-digit code which identifies the function which is the principal focus of the component (s 1012.98(4)(b)3., F.S.)

- | | |
|---|-----------------------------------------|
| 1 | Subject Content |
| 2 | Instructional Methodology |
| 3 | Technology |
| 4 | Assessment and Data Analysis |
| 5 | Classroom Management |
| 6 | School Safety/Safe Learning Environment |
| 7 | Management/Leadership/Planning |
| 8 | General Support |

POSITIONS 2-4: FOCUS AREA - A three-digit code which identifies the principal subject area upon which the component focuses.

INSTRUCTION: Components which focus on activities which deal directly with the teaching of pupils or with pupil-teacher interaction.

BASIC PROGRAMS: Basic programs include those instructional programs in grades PK-12 which are not part of the district or agency program in Exceptional Student Education, English Language Learners, Career and Technical Education or Adult/Community Education.

- | | |
|-----|---------------------------------------|
| 000 | Art |
| 002 | Career Education |
| 003 | Computer Science/Technology Education |
| 004 | World Languages |
| 005 | Health/Nutrition |
| 006 | Humanities |
| 007 | Integrated Curriculum |
| 008 | Language Arts |
| 009 | Mathematics |
| 010 | Music |
| 011 | Physical Education |
| 012 | Prekindergarten |
| 013 | Reading |
| 014 | Safety/Driver Education |
| 015 | Science |
| 016 | Social Studies |
| 017 | Writing |

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| |
|--------------------------------------------------------------------|
| Implementation Date: Fiscal Year 1992-93 July 1, 1992 |
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APPENDIX D (Continued)

PROFESSIONAL DEVELOPMENT COMPONENT NUMBER (Continued)

EXCEPTIONAL STUDENT EDUCATION PROGRAMS: Exceptional student Education programs include programs for students with disabilities and students identified as gifted. Component activities are designed to increase the competencies of the participants in generating improved learning environments and improved student outcomes for exceptional students.

- 100 Instructional Strategies
- 101 Classroom Management
- 102 Assessment
- 103 Procedural/Legal Requirements
- 104 Working With Aides, Volunteers, Mentors
- 105 Curriculum

CAREER AND TECHNICAL EDUCATION PROGRAMS: Career and Technical education programs are those instruction programs which are provided in order to enable persons to develop an occupational proficiency or to expose them to the world of work.

- 200 Agribusiness and Natural Resource Education
- 201 Business Technology Education
- 202 Diversified Education
- 203 Family and Consumer Sciences
- 204 Health Science Education
- 205 Industrial Education
- 206 Marketing Education
- 207 Middle School Exploratory Career and Technical Education Wheel
- 208 Public Service Occupations Education
- 209 Technology Education
- 210 Career and Technical Education Instructional Support Services
- 211 Career and Technical Education, Unclassified

ADULT/COMMUNITY EDUCATION PROGRAMS: Adult education programs include adult basic and high school programs for adult students, which provide instruction in the basic skills of reading, writing or arithmetic in grades 1-8 or which provide instruction at the high school level or which prepare the student to take the GED Tests. Adult education programs also include community service, noncredit courses of an educational nature.

- 300 Adult Basic Education (ABE)
- 301 Adult Education, Unclassified
- 302 Adult English for Speakers of Other Languages (ESOL)
- 303 Adult General Education for Adults with Disabilities
- 304 Citizenship
- 305 General Education – Promotion (Adult High School)
- 306 General Education Development (GED) Preparatory
- 307 Career and Technical Education Preparatory Instruction
- 308 Workspace Readiness Skills

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| |
|--------------------------------------------------------------------|
| Implementation Date: Fiscal Year 1992-93 July 1, 1992 |
|--------------------------------------------------------------------|

APPENDIX D (Continued)

PROFESSIONAL DEVELOPMENT COMPONENT NUMBER (Continued)

STUDENT AND INSTRUCTIONAL SUPPORT PROCESSES: Components which do not focus on any one basic program, but increase the competencies of the participants in generating improved learning environments. They include instructional support services (media, volunteers, multicultural education, organizational supports), student support services (social, counseling, psychological and health), and intervention and prevention programs.

- 400 Academic Interventions
- 401 Assessment/Student Appraisal
- 402 Attendance
- 403 Behavioral Interventions (e.g., crisis, abuse, social skills)
- 404 Classroom Management and Organization/Learning Environments
- 405 Dropout Retrieval
- 406 Human Relations/Communication Skills
- 407 Instructional Media Services
- 408 Instructional Strategies
- 409 Instructional Support Services, Unclassified
- 410 Laws, Rules, Policies, Procedures
- 411 Learning Styles, Student Differences
- 412 Multicultural Education
- 413 Parent involvement, Parent Support
- 414 Physical and Mental Health Issues
- 415 Problem-Solving Teams
- 416 Professional Standards and Ethics
- 417 Program Administration, Evaluation, Accountability
- 418 Scholarships, Financial Aid, Education Transitions
- 419 Section 504/Americans with Disabilities Act
- 420 Service Coordination, Collaboration, Integration
- 421 Student Motivation
- 422 Students Records
- 423 Supplemental Academic Instruction
- 424 Working With Volunteers, Aides and Mentors

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APPENDIX D (Continued)

PROFESSIONAL DEVELOPMENT COMPONENT NUMBER (Continued)

GENERAL SUPPORT: Components which focus on activities or services connected with establishing policy and the management of the school system or of individual schools or with the provision of facilities and services to staff. Central services include the activities of planning, research, evaluation, statistical analysis and data processing.

- 500 Board of Education
- 501 Central Services – Planning/Program Evaluation/Continuous Improvement
- 502 District-Level Management
- 503 Diversity/Ethics
- 504 Fiscal Services
- 505 Food Services
- 506 General Support Services, Unclassified
- 507 Leadership Skills/Communication/Critical Thinking
- 508 Management Information Services
- 509 Office/Clerical Services
- 510 Plant Operation and Maintenance
- 511 Safety/Security
- 512 School Improvement
- 513 School-Level Management
- 514 Service on Advisory or Instructional Materials Councils
- 515 Transportation Services

COMMUNITY SERVICES: Components which focus on activities which do not relate directly to the education of pupils in the school system but pertain to services provided to the community such as recreation and day care programs, civic activities or library services.

- 600 Community Services, Unclassified
- 601 Lay Advisory Councils
- 602 Parent Education

ENGLISH LANGUAGE LEARNERS: Professional development activities related to the teaching and learning of English Language Learners (ELL).

- 700 Instructional strategies for ELL students
- 701 Understanding and implementation of assessment of ELL students
- 702 Understanding and implementation of English language proficiency (ELP) standards and academic content standards for ELL students
- 703 Alignment of the curriculum in language instruction educational programs to ELP standards
- 704 Subject matter knowledge for teachers
- 705 Other

POSITIONS 5-7: SEQUENTIAL NUMBER - A three-digit code which assigns a sequential number (001-999) to each component with the same function and focus area.

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APPENDIX E

JOB CODE ASSIGNMENTS

The job codes have been structured around the function categories 5100 to 9100 found in the Financial and Program Cost Accounting and Reporting Manual (Red Book) so that jobs found in a particular function will have codes beginning with the two digits which correspond to that function area. For example, teachers in basic education have job codes beginning with 51 and food service workers have job codes beginning with 76.

In addition, the job codes have been organized to form the following 11 categories of employees:

Categories of Employees

- I. Executive Administrators
- II. General Administrators
- III. School Administrators
- IV. Professional Staff
- V. Instructional Staff
- VI. Other Managers
- VII. Technicians
- VIII. Paraprofessionals and Administrative Support Workers
- IX. Skilled Crafts Workers
- X. Service Workers
- XI. Other - School Board Members

The first three categories (Executive Administrators, General Administrators and School Administrators) comprise the Administrative Staff. The Instructional Staff includes category V. (Instructional Staff) plus those in categories IV. (Professional Staff) and VI. (Other Managers) whose duties are instructional. Categories VII. through X. and noninstructional personnel in Categories IV. and VI. make up the Support Staff. Definitions and guidelines for the use and assignment of job codes and categories follow.

A basic premise that should be followed throughout the assignment of job codes is that an employee should be coded according to the job functions required rather than according to the job title or pay schedule for that job. No employee eligible for membership in a bargaining unit should be assigned a job code in Categories I., II. or III.

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

Definitions and Guidelines for Use of Job Codes and Categories

I. Executive Administrators

Included here are persons with district-level administrative or policy-making duties who have broad authority for management policies and general school district operations. They often report directly to the superintendent and supervise other administrative employees. These staff members perform jobs which require leadership, discretion and independent judgment.

Included here are the superintendent and deputy, associate, assistant and area superintendents.

Executive administrators in the district should be assigned job codes based on the established hierarchy. That is, the administrator who is higher in the district hierarchy should be placed higher when assigning DOE job codes, regardless of the title that person actually holds in the district. If this category of employee does not exist in a particular district, that district should assign DOE job codes in another category, as appropriate.

II. General Administrators

These persons have general administrative duties within a department, subdivision or special area. They have a management and policy-making duties and often direct the work of other employees. Their duties may include recommending hiring, firing, advancements, etc.; evaluating employees; setting and adjusting work schedules; supervising work; handling employee complaints; and interviewing, selecting and training employees.

Included here are executive and general directors, directors, assistant directors, supervisors, coordinators and administrators on special assignment.

General administrators in the district should be assigned job codes based on the established hierarchy. That is, the administrator who is higher in the district hierarchy should be placed higher when assigning DOE job codes, regardless of the title that person actually holds in the district. If this category of employee does not exist in a particular district, that district should assign DOE job codes in another category, as appropriate.

III. School Administrators

These administrators include the following:

Principals - Staff members performing the assigned activities as the administrative head of a school to whom has been delegated responsibility for the coordination and direction of the activities of the school.

Assistant Principals - Staff members assisting the administrative head of the school.

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

Curriculum Coordinators and Deans - Staff members under the direction of the administrative head of the school who have responsibility for such things as disciplining students, assisting teachers with classroom management problems, providing information and guidance to other staff members to provide the curriculum of the school and similar duties.

IV. Professional Staff

These staff members perform activities of leadership, guidance and expertise in a field of specialization which requires knowledge of an advanced type. The work generally requires the consistent exercise of discretion and judgment in its performance.

Included here are specialists, managers, administrative assistants, architects, attorneys, accountants, computer programmers and teachers on special assignment.

V. Instructional Staff

Instructional staff include the following:

Classroom teachers - Staff members assigned the professional activity of instructing students in courses in classroom situations, including basic instruction, exceptional student education, career and technical education and adult education. Substitute teachers are included here.

Pupil Personnel Services - Staff members responsible for advising students with regard to their abilities and aptitudes, educational and occupational opportunities, personal and social adjustments; providing placement services; performing educational evaluations; and similar functions. Included here are guidance counselors, social workers, occupational/placement specialists and school psychologists.

Librarians/Media Specialists - Staff members responsible for organizing and managing school libraries. These employees are responsible for preparing, caring for and making available to instructional programs the equipment, materials, scripts and other aids which assist teaching and learning through special appeal to the senses of sight and hearing, e.g., audio-visual services, etc.

Other Instructional Staff - Staff members who are part of the instructional staff but are not classified in one of the above categories. Included here are primary specialists, learning resource specialists, instructional trainers and similar positions.

Coaches: Reading/Math - Staff members responsible for providing professional development to teachers to generate improvement in reading/math instruction and reading/math achievement. These employees model effective instructional strategies; facilitate study groups; train teachers in data analysis; coach and mentor colleagues and, in general, provide daily support to classroom teachers. These employees are not teachers or resource teachers; they only work with students when modeling appropriate strategies for teachers or when conducting diagnostic assessments.

VI. Other Managers

These staff members perform some managerial and supervisory functions while usually also performing general operations functions, clerical work or routine tasks. They may direct employees' work, plan the work schedule, control the flow and distribution of work or materials, train employees, handle complaints, authorize payments and appraise productivity and efficiency of employees.

Included here are managers such as word processing center managers, mail room managers and lunch room managers; foremen and lead workers.

APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

VII. Technicians

Individuals whose occupations require a combination of knowledge and manual skill which can be obtained through about two years of post-high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training.

Included here are such staff members as computer programmers and operators, film inspectors, projectionists, graphic artists, draftsmen, engineering aides, licensed practical nurses, dietitians, photographers, radio operators, technical illustrators and technicians (medical, dental, electronic, physical science).

VIII. Paraprofessionals and Administrative Support Workers

Included here are the following:

Administrative Support Workers - Individuals whose job requires skills and training in clerical-type work including activities such as preparing, transcribing, systematizing or preserving written communications and reports or operating equipment such as bookkeeping machines, word processors and tabulating machines. Include secretaries, clerks, bookkeepers, messengers and office machine operators.

Paraprofessionals - Individuals who provide instructional support services only when working under the direct supervision of a teacher. Included here are classroom aides in regular instruction, exceptional education aides, career and technical education aides, adult education aides, library aides, physical education and playground aides and other school-level aides and paraprofessionals. Non-instructional paraprofessional roles may include personal care services, clerical duties, parental involvement activities, non-instructional computer assistance, food service, non-instructional media center/library supervision, playground/cafeteria supervision, and translators. [Title I Paraprofessionals include all paraprofessionals who 1) work in a targeted assistance program and are paid with Title I funds or 2) in a Title I school wide program.]

IX. Skilled Crafts Workers

Individuals who perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs.

Include mechanics, repairmen, electricians, heavy equipment operators, stationery engineers, skilled machining occupations, carpenters, compositors and typesetters.

X. Service Workers

Staff members performing a service for which there are no formal qualifications. Included here are those responsible for cleaning the buildings, school plants or supporting facilities; maintenance and operation of such equipment as heating and ventilation systems; preserving the security of school property; and keeping the school plant safe for occupancy and use.

Include garage laborers, car washers and greasers, gardeners and groundskeepers.

XI. Other - School Board Members

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

Job Classifications With Unique Last Digits

Each job has been given a unique title, abbreviated title and job code number. Certain job classifications have been given unique last digits within most, but not all, of the function categories. These are listed below.

- I. Executive Administrators
 - 00 Superintendent
 - 01 Deputy Superintendent
 - 02 Associate Superintendent
 - 03 Assistant/Area Superintendent

- II. General Administrators
 - 04 Executive/General Director
 - 05 Director
 - 06 Assistant Director
 - 07 Supervisor
 - 08 Coordinator
 - 09 Administrator on Special Assignment

- IV. Professional Staff
 - 10 Specialist/Manager
 - 11 Administrative Assistant
 - 12. Teacher on Special Assignment

- VI. Other Managers
 - 13 Manager
 - 14. Foreman
 - 15. Lead Worker

- VIII. Paraprofessionals and Administrative Support Workers
 - 90 Executive Secretary
 - 91 Secretary
 - 92 Clerk Typist
 - 93 Clerk
 - 94 Office Aide
 - 95 Receptionist
 - 96 Data Entry Operator
 - 97 Bookkeeper
 - 98 Messenger/Deliveryman
 - 99 Other Clerical Staff

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

51 Basic Instruction

| Abbreviated Title | Job Code | |
|-----------------------|----------|----------------------------------------------|
| | Number | Job Code Title |
| TEACHER, DR PREV-E | 51001 | Teacher, Dropout Prevention, Elementary |
| TEACHER, DR PREV-M/J | 51002 | Teacher, Dropout Prevention, Middle/Junior |
| TEACHER, DR PREV-SH | 51003 | Teacher, Dropout Prevention, Senior High |
| TEACHER, ART-E | 51004 | Teacher, Art, Elementary |
| TEACHER, ART M/J | 51005 | Teacher, Art, Middle/Junior |
| TEACHER, ART-SH | 51006 | Teacher, Art, Senior High |
| TEACHER, COMPU ED-E | 51007 | Teacher, Computer Education, Elementary |
| TEACHER, COMPU ED-M/J | 51008 | Teacher, Computer Education, Middle/Junior |
| TEACHER, COMPU ED-SH | 51009 | Teacher, Computer Education, Senior High |
| TEACHER, DANCE-M/J | 51010 | Teacher, Dance, Middle/Junior High |
| TEACHER, DANCE-SH | 51011 | Teacher, Dance, Senior High |
| TEACHER, DRAMA-M/J | 51012 | Teacher, Drama, Middle/Junior |
| TEACHER, DRAMA-SH | 51013 | Teacher, Drama, Senior High |
| TEACHER, EXPER ED-SH | 51014 | Teacher, Experiential Education, Senior High |
| TEACHER, FOR LAN-E | 51015 | Teacher, World Language, Elementary |
| TEACHER, FOR LAN-M/J | 51016 | Teacher, World Language, Middle/Junior |
| TEACHER, FOR LAN-SH | 51017 | Teacher, World Language, Senior High |
| TEACHER, HEALTH-E | 51018 | Teacher, Health, Elementary |
| TEACHER, HEALTH-M/J | 51019 | Teacher, Health, Middle/Junior |
| TEACHER, HEALTH-SH | 51020 | Teacher, Health, Senior high |
| TEACHER, HUM-M/J | 51021 | Teacher, Humanities, Middle/Junior High |
| TEACHER, HUM-SH | 51022 | Teacher, Humanities, Senior High |
| TEACHER, ISS-E | 51023 | Teacher, In-School Suspension, Elementary |
| TEACHER, ISS-M/J | 51024 | Teacher, In-School Suspension, Middle/Junior |
| TEACHER, ISS-SH | 51025 | Teacher, In-School Suspension, Senior High |
| TEACHER, LANG AR-E | 51026 | Teacher, Language Arts, Elementary |
| TEACHER, LANG AR-M/J | 51027 | Teacher, Language Arts, Middle/Junior |
| TEACHER, LANG AR-SH | 51028 | Teacher, Language Arts, Senior High |
| TEACHER, LIB/MED-M/J | 51029 | Teacher, Library/Media, Middle/Junior |
| TEACHER, LIB/MED-SH | 51030 | Teacher, Library/Media, Senior High |
| TEACHER, MATH-E | 51031 | Teacher, Mathematics, Elementary |
| TEACHER, MATH-M/J | 51032 | Teacher, Mathematics, Middle/Junior |
| TEACHER, MATH-SH | 51033 | Teacher, Mathematics, Senior High |
| TEACHER, MUSIC-E | 51034 | Teacher, Music, Elementary |
| TEACHER, MUSIC-M/J | 51035 | Teacher, Music, Middle/Junior |
| TEACHER, MUSIC-SH | 51036 | Teacher, Music, Senior High |
| TEACHER, PEER CN-M/J | 51037 | Teacher, Peer Counseling, Middle/Junior |
| TEACHER, PEER CN-SH | 51038 | Teacher, Peer Counseling, Senior High |
| TEACHER, PE-E | 51039 | Teacher, Physical Education, Elementary |
| TEACHER, PE-M/J | 51040 | Teacher, Physical Education, Middle/Junior |
| TEACHER, PE-SH | 51041 | Teacher, Physical Education, Senior High |
| TEACHER, READ, SH | 51042 | Teacher, Reading, Senior High |
| TEACHER, REM/CE-E | 51043 | Teacher, Remedial/Comp Ed, Elementary |

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

51 Basic Instruction

| Abbreviated Title | Job Code | |
|------------------------------|----------|-----------------------------------------------------|
| | Number | Job Code Title |
| TEACHER, REM/CE-M/J | 51044 | Teacher, Remedial/Comp Ed, Middle/Junior |
| TEACHER, REM/CE-SH | 51045 | Teacher, Remedial/Comp Ed, Senior High |
| TEACHER, RSRCH/CRIT THNK-SH | 51046 | Teacher, Research/Critical Thinking, Senior High |
| TEACHER, ROTC/MIL TRNG-M/J | 51047 | Teacher, ROTC/Military Training, Middle/Junior |
| TEACHER, ROTC/MIL TRNG-SH | 51048 | Teacher, ROTC/Military Training, Senior High |
| TEACHER, DR ED-SH | 51049 | Teacher, Safety/Driver Education, Senior High |
| TEACHER, SCIENCE-E | 51050 | Teacher, Science, Elementary |
| TEACHER, SCIENCE-M/J | 51051 | Teacher, Science, Middle/Junior |
| TEACHER, SCIENCE-SH | 51052 | Teacher, Science, Senior High |
| TEACHER, LEAD DEV, SH | 51053 | Teacher, Leadership Skills Development, Senior High |
| TEACHER, KG | 51054 | Teacher, Self Contained, Kindergarten |
| TEACHER, FIRST | 51055 | Teacher, Self Contained, First Grade |
| TEACHER, SECOND | 51056 | Teacher, Self Contained, Second Grade |
| TEACHER, THIRD | 51057 | Teacher, Self Contained, Third Grade |
| TEACHER, FOURTH | 51058 | Teacher, Self Contained, Fourth Grade |
| TEACHER, FIFTH | 51059 | Teacher, Self Contained, Fifth Grade |
| TEACHER, SIXTH | 51060 | Teacher, Self Contained, Sixth Grade |
| TEACHER, SOC ST-E | 51061 | Teacher, Social Studies, Elementary |
| TEACHER, SOC ST-M/J | 51062 | Teacher, Social Studies, Middle/Junior |
| TEACHER, SOC ST-SH | 51063 | Teacher, Social Studies, Senior High |
| TEACHER, ST HALL-E | 51064 | Teacher, Study Hall, Elementary |
| TEACHER, ST HALL-M/J | 51065 | Teacher, Study Hall, Middle/Junior |
| TEACHER, ST HALL-SH | 51066 | Teacher, Study Hall, Senior High |
| TEACHER, UNGRADED-E | 51067 | Teacher, Ungraded Elementary |
| TEACHER, COMBIN-E | 51068 | Teacher, Combination, Elementary Grades |
| TEACHER, M/J | 51069 | Teacher, Middle/Junior High Classroom |
| TEACHER, SH | 51070 | Teacher, Senior High Classroom |
| TEACHER, OTHER | 51071 | Teacher, Other Classroom |
| TEACHER, CTE BASIC | 51072 | Teacher, Career and Technical Education Basic |
| TEACHER, TTL I-E | 51073 | Teacher, Title I, Elementary |
| TEACHER, TTL I-M/J | 51074 | Teacher, Title I, Middle/Junior |
| TEACHER, RSRCH/CRIT THNK-M/J | 51075 | Teacher, Research/Critical Thinking, Middle/Junior |
| INT RESOURCE TEACHER | 51076 | Intermediate Resource Teacher |
| BILINGUAL SPECIALIST | 51077 | Bilingual Specialist |
| LAB ASSISTANT | 51078 | Lab Assistant |
| TUTOR | 51079 | Tutor |
| SUB TEACH, BASIC | 51080 | Substitute Teacher, Basic Program |
| ATHLETIC COACH | 51081 | Athletic Coach |

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

51 Basic Instruction

| Abbreviated Title | Job Code | |
|-----------------------------|----------|------------------------------------------------------------------------|
| | Number | Job Code Title |
| INTERPRETER, BASIC | 51082 | Interpreter, Basic Instruction |
| TEACHER, EXPLOR, M/J | 51083 | Teacher, Exploratory and Experiential Education, Middle/Junior High |
| TEACHER, READ - E | 51084 | Teacher, Reading, Elementary |
| TEACHER, READ - M/J | 51085 | Teacher, Reading, Middle/Junior High |
| TSA, BASIC | 51090 | Teacher on Special Assignment, Basic Instruction |
| PARAPROFESSIONAL, KG | 51101 | Paraprofessional, Kindergarten |
| PARAPROFESSIONAL, FIRST | 51102 | Paraprofessional, First Grade |
| PARAPROFESSIONAL, SECOND | 51103 | Paraprofessional, Second Grade |
| PARAPROFESSIONAL, THIRD | 51104 | Paraprofessional, Third Grade |
| PARAPROFESSIONAL, FOURTH | 51105 | Paraprofessional, Fourth Grade |
| PARAPROFESSIONAL, FIFTH | 51106 | Paraprofessional, Fifth Grade |
| PARAPROFESSIONAL, SIXTH | 51107 | Paraprofessional, Sixth Grade |
| PARAPROFESSIONAL, ELEM | 51108 | Paraprofessional, Elementary |
| PARAPROFESSIONAL, M/J | 51109 | Paraprofessional, Middle/Junior High |
| PARAPROFESSIONAL, SH | 51110 | Paraprofessional, Senior High |
| PARAPROFESSIONAL, TTL I-E | 51111 | Paraprofessional, Title I, Elementary |
| PARAPROFESSIONAL, TTL I-M/J | 51112 | Paraprofessional, Title I, Middle/Junior High |
| PARAPROFESSIONAL, TTL I-SH | 51113 | Paraprofessional, Title I, Senior High |
| PARAPROFESSIONAL, OTH BA | 51114 | Paraprofessional, Other Basic Program |
| SUB PARAPROFESSIONAL | 51115 | Substitute Paraprofessional |

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

**52 Exceptional Student
Education**

| Abbreviated Title | Job Code | |
|----------------------------|----------|--------------------------------------------------------------|
| | Number | Job Code Title |
| TEACHER, ID | 52001 | Teacher, Intellectual Disabilities |
| TEACHER, OI | 52003 | Teacher, Orthopedically Impaired |
| TEACHER, DHH | 52004 | Teacher, Deaf or Hard of Hearing |
| TEACHER, VI | 52005 | Teacher, Visually Impaired |
| TEACHER, EBD | 52006 | Teacher, Emotional/Behavioral Disabilities |
| TEACHER, SLD | 52007 | Teacher, Specific Learning Disabled |
| TEACHER, GIFTED | 52008 | Teacher, Gifted |
| TEACHER, H/H | 52009 | Teacher, Hospital/Homebound |
| TEACHER, ASD | 52010 | Teacher, Autism Spectrum Disorder |
| TEACHER, DSI | 52013 | Teacher, Dual-Sensory Impaired |
| TEACHER, VE | 52014 | Teacher, Varying Exceptionalities |
| TEACHER, PK HDC | 52015 | Teacher, Prekindergarten Handicapped |
| PHYSICAL THERAPIST | 52016 | Physical Therapist |
| OCC THERAPIST | 52017 | Occupational Therapist |
| SP/LANG PATH | 52018 | Speech and Language Pathologist |
| O/M SPECIALIST | 52019 | Orientation & Mobility Specialist |
| MUSIC THERAPIST | 52020 | Music Therapist |
| REC THERAPIST | 52021 | Recreation Therapist |
| JOB COACH | 52022 | Job Coach, Exceptional Student Education |
| TUTOR COMP/ATTEND | 52027 | Tutor Companion/Attendant |
| INTERPRETER, EX ED | 52028 | Interpreter, Exceptional Student Education |
| ART SPEC | 52029 | Art Specialist |
| PT ASST | 52030 | Physical Therapist Assistant, Licensed |
| OT ASST | 52031 | Occupational Therapy Assistant, Licensed |
| SP THERAPY AIDE | 52032 | Speech Therapy Aide |
| TEACHER, ADAPTIVE PE | 52033 | Teacher, Adaptive Physical Education |
| TEACHER, TBI | 52034 | Teacher, Traumatic Brain Injury |
| PARAPROFESSIONAL, EX ST ED | 52050 | Paraprofessional, Exceptional Student Education |
| BUS AIDE, EX ST ED | 52051 | Bus Aide, Exceptional Student Education |
| SELF-CARE AIDE, EX ST ED | 52052 | Self-Care Aide, Exceptional Student Education |
| SUB TEACH, EX ST ED | 52080 | Substitute Teacher, Exceptional Student Education |
| TSA, EX ST ED | 52090 | Teacher on Special Assignment, Exceptional Student Education |

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APPENDIX E (Continued)
JOB CODE ASSIGNMENTS (Continued) 53 Career and Technical Education

| Abbreviated Title | Job Code Number | Job Code Title |
|-----------------------|--------------------|---------------------------------------------------------------------------|
| TEACHER, AGRI/NRE | 53001 | Teacher, Agribusiness/Natural Resources Education |
| TEACHER, BUSINESS ED | 53002 | Teacher, Business Technology Education |
| TEACHER, DIVERS ED | 53003 | Teacher, Diversified Education |
| TEACHER, HEALTH ED | 53004 | Teacher, Health Science Education |
| TEACHER, FAM/CONS | 53005 | Teacher, Family and Consumer Sciences |
| TEACHER, TECH ED | 53006 | Teacher, Technology Education |
| TEACHER, IND ED | 53007 | Teacher, Industrial Education |
| TEACHER, MARKETING | 53008 | Teacher, Marketing Education |
| TEACHER, PUB SER | 53009 | Teacher, Public Service Education |
| TEACHER, CTE OR/EXP | 53010 | Teacher, Career and Technical Education Orientation/ Exploration |
| TEACHER, CTE-ISS | 53011 | Teacher, Career and Technical Education Instructional Support Services |
| TEACHER, SAIL | 53012 | Teacher, System for Applied Individualized Learning (SAIL) |
| WORK-STUDY COOR | 53013 | Work-Study Coordinator |
| TEACHER, OTH CTE | 53014 | Teacher, Other Career and Technical Education |
| PARAPROFESSIONAL, CTE | 53050 | Paraprofessional, Career and Technical Education |
| SUB TEACHER, CTE | 53080 | Substitute Teacher, Career and Technical Education |
| TSA, CTE | 53090 | Teacher on Special Assignment, Career and Technical Education |

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**APPENDIX E (Continued)
JOB CODE ASSIGNMENTS (Continued)**

54 Adult Education

| Abbreviated Title | Job Code Number | Job Code Title |
|----------------------------|----------------------------|------------------------------------------------|
| TEACHER, ADULT ED | 54001 | Teacher, Adult Education |
| PARAPROFESSIONAL, ADULT ED | 54050 | Paraprofessional, Adult Education |
| SUB TEACH ADULT ED | 54080 | Substitute Teacher, Adult Education |
| TSA, ADULT ED | 54090 | Teacher on Special Assignment, Adult Education |

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APPENDIX E (Continued)
JOB CODE ASSIGNMENTS (Continued) **55 Prekindergarten**

| Abbreviated Title | Job Code Number | Job Code Title |
|--------------------------|----------------------------|------------------------------------------|
| PARAPROFESSIONAL, PK | 55051 | Paraprofessional, Prekindergarten |
| TEACHER, PK | 55052 | Teacher, Self Contained, Prekindergarten |
| SUB TEACH, PK | 55080 | Substitute Teacher, Prekindergarten |

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**APPENDIX E (*Continued*)
JOB CODE ASSIGNMENTS (*Continued*)**

59 Other Education

| Abbreviated Title | Job Code | |
|---------------------------|----------|--------------------------------------------------|
| | Number | Job Code Title |
| TEACHER, OTHER INS | 59001 | Teacher, Other Instruction |
| PARAPROFESSIONAL, OTH INS | 59050 | Paraprofessional, Other Instruction |
| SUB TEACH, OTH INS | 59080 | Substitute Teacher, Other Instruction |
| TSA, OTH INS | 59090 | Teacher on Special Assignment, Other Instruction |

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

61 Pupil Personnel Services

| Abbreviated Title | Job Code | |
|--------------------|----------|---------------------------------------------------------------|
| | Number | Job Code Title |
| DEP SUPER, PPS | 61001 | Deputy Superintendent, Pupil Personnel Services |
| ASSOC SUPER, PPS | 61002 | Associate Superintendent, Pupil Personnel Services |
| ASST SUPER, PPS | 61003 | Assistant/Area Superintendent, Pupil Personnel Services |
| EXEC DIR, PPS | 61004 | Executive/General Director, Pupil Personnel Services |
| DIR, PPS | 61005 | Director, Pupil Personnel Services |
| ASST DIR, PPS | 61006 | Assistant Director, Pupil Personnel Services |
| SUPP, PPS | 61007 | Supervisor, Pupil Personnel Services |
| COOR, PPS | 61008 | Coordinator, Pupil Personnel Services |
| ADMIN SA, PPS | 61009 | Administrator on Special Assignment, Pupil Personnel Services |
| SPEC, PPS | 61010 | Specialist/Manager, Pupil Personnel Services |
| ADMIN ASST, PPS | 61011 | Administrative Assistant, Pupil Personnel Services |
| TSA, PPS | 61012 | Teacher on Special Assignment, Pupil Personnel Services |
| STUDENT SER WORKER | 61020 | Student Services Worker |
| SCH RES OFFICER | 61021 | School Resource Officer |
| PARENT ED SPEC | 61022 | Parent Education Specialist |
| RECRUITER, MIG ED | 61023 | Recruiter, Migrant Education |
| DROPOUT PV SPEC | 61024 | Dropout Prevention Specialist |
| CHILD FIND SPEC | 61025 | Child Find Specialist |
| DIAGNOSTIC SPEC | 61026 | Diagnostic Specialist |
| RESIDENT SUP | 61040 | Residential Supervisor |
| ASST RESIDENT SUP | 61041 | Assistant Residential Supervisor |
| RESIDENT INSTRUC | 61042 | Residential Instructor |
| ASST RESIDENT INST | 61043 | Assistant Residential Instructor |
| EXEC SEC, PPS | 61090 | Executive Secretary, Pupil Personnel Services |
| SEC, PPS | 61091 | Secretary, Pupil Personnel Services |
| CLERK TYP, PPS | 61092 | Clerk Typist, Pupil Personnel Services |
| CLERK, PPS | 61093 | Clerk, Pupil Personnel Services |
| OFF AIDE, PPS | 61094 | Office Aide, Pupil Personnel Services |
| RECEP, PPS | 61095 | Receptionist, Pupil Personnel Services |
| DATA ENTRY OP, PPS | 61096 | Data Entry Operator, Pupil Personnel Services |
| BOOKKEEPER, PPS | 61097 | Bookkeeper, Pupil Personnel Services |
| MESSENGER, PPS | 61098 | Messenger/Deliveryman, Pupil Personnel Services |
| OTH CLER, PPS | 61099 | Other Clerical Staff, Pupil Personnel Services |

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

61 Attendance/Social Work

| Abbreviated Title | Job Code | |
|-----------------------|----------|----------------------------------------------------------------|
| | Number | Job Code Title |
| DEP SUPER, ATT/SW | 61101 | Deputy Superintendent, Attendance/Social Work |
| ASSOC SUPER, ATT/SW | 61102 | Associate Superintendent, Attendance/Social Work |
| ASST SUPER, ATT/SW | 61103 | Assistant/Area Superintendent, Attendance/Social Work |
| EXEC DIR, ATT/SOC WK | 61104 | Executive/General Director, Attendance/Social Work |
| DIR, ATT/SOC WK | 61105 | Director, Attendance/Social Work |
| ASST DIR, ATT/SOC WK | 61106 | Assistant Director, Attendance/Social Work |
| SUP, ATT/SOC WK | 61107 | Supervisor, Attendance/Social Work |
| COOR, ATT/SOC WK | 61108 | Coordinator, Attendance/Social Work |
| ADMIN SA ATT/SW | 61109 | Administrator on Special Assignment, Attendance/Social Work |
| SPEC, ATT/SW | 61110 | Specialist/Manager, Attendance/Social Work |
| ADMIN ASST, ATT/SW | 61111 | Administrative Assistant, Attendance/Social Work |
| TSA, ATT/SW | 61112 | Teacher on Special Assignment, Attendance/Social Work |
| DIR, ATTENDANCE | 61119 | Director, Attendance |
| DIR, SOCIAL WORK | 61120 | Director, Social Work |
| SUP, ATTENDANCE | 61121 | Supervisor, Attendance |
| SUP, SOCIAL WORK | 61122 | Supervisor, Social Work |
| COOR, ATTENDANCE | 61123 | Coordinator, Attendance |
| COOR, SOCIAL WORK | 61124 | Coordinator, Social Work |
| ATTENDANCE ASST | 61130 | Attendance Assistant/Truancy Officer |
| SCH SOC WK | 61131 | School Social Worker |
| EXEC SEC, ATT/SOC WK | 61190 | Executive Secretary, Attendance/Social Work |
| SEC, ATT/SOC WK | 61191 | Secretary, Attendance/Social Work |
| CLERK TYP, ATT/SOC WK | 61192 | Clerk Typist, Attendance/Social Work |
| CLERK, ATT/SOC WK | 61193 | Clerk, Attendance/Social Work |
| OFF AIDE, ATT/SOC WK | 61194 | Office Aide, Attendance/Social Work |
| RECEP, ATT/SOC WK | 61195 | Receptionist, Attendance/Social Work |
| DATA EN OP, ATT/SW | 61196 | Data Entry Operator, Attendance/Social Work |
| BOOKKEEPER, ATT/SW | 61197 | Bookkeeper, Attendance/Social Work |
| MESSANGER, ATT/SW | 61198 | Messenger/Deliveryman, Attendance/Social Work |
| OTH CLER, ATT/SW | 61199 | Other Clerical Staff, Attendance/Social Work |

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

61 Guidance Services

| Abbreviated Title | Job Code | |
|----------------------|----------|--------------------------------------------------------|
| | Number | Job Code Title |
| DEP SUPER, GUIDANCE | 61201 | Deputy Superintendent, Guidance Services |
| ASSOC SUPER, GUID | 61202 | Associate Superintendent, Guidance Services |
| ASST SUPER, GUID | 61203 | Assistant/Area Superintendent, Guidance Services |
| EXEC DIR, GUIDANCE | 61204 | Executive/General Director, Guidance Services |
| DIR, GUIDANCE | 61205 | Director, Guidance Services |
| ASST DIR, GUIDANCE | 61206 | Assistant Director, Guidance Services |
| SUP, GUIDANCE | 61207 | Supervisor, Guidance Services |
| COOR, GUIDANCE | 61208 | Coordinator, Guidance Services |
| ADMIN SA, GUIDANCE | 61209 | Administrator on Special Assignment, Guidance Services |
| SPEC, GUIDANCE | 61210 | Specialist/Manager, Guidance Services |
| ADMIN ASST, GUIDANCE | 61211 | Administrative Assistant, Guidance Services |
| TSA, GUIDANCE | 61212 | Teacher on Special Assignment, Guidance Services |
| DIR, CAREER ED | 61219 | Director, Career Education |
| SUP, CAREER ED | 61220 | Supervisor, Career Education |
| COOR, CAREER ED | 61221 | Coordinator, Career Education |
| DIR, ELEM GUIDANCE | 61222 | Director, Elementary Guidance |
| SUP, ELEM GUIDANCE | 61223 | Supervisor, Elementary Guidance |
| COOR, ELEM GUIDANCE | 61224 | Coordinator, Elementary Guidance |
| DIR, SECON GUIDANCE | 61225 | Director, Secondary Guidance |
| SUP, SECON GUIDANCE | 61226 | Supervisor, Secondary Guidance |
| COOR, SECON GUIDANCE | 61227 | Coordinator, Secondary Guidance |
| DIR, OCC/PL SER | 61228 | Director, Occupational and Placement Services |
| SUP, OCC/PL SER | 61229 | Supervisor, Occupational and Placement Services |
| COOR, OCC/PL SER | 61230 | Coordinator, Occupational and Placement Services |
| COUNSELOR-E | 61231 | Counselor, Elementary School |
| COUNSELOR-M/J | 61232 | Counselor, Middle/Junior High |
| COUNSELOR-SH | 61233 | Counselor, Senior High School |
| COUNSELOR-ADULT/CTE | 61234 | Counselor, Adult/Career and Technical Education School |
| COUNSELOR-EX ED | 61235 | Counselor, Exceptional Education School |
| COUNSELOR-OTH SCH | 61236 | Counselor, Other Type School |
| COUNSELOR-CAREER ED | 61237 | Counselor, Career Education |
| CAREER SPEC | 61238 | Career Specialist |
| JOB DEV COUNSELOR | 61239 | Job Development Counselor |
| EXEC SEC, GUIDANCE | 61290 | Executive Secretary, Guidance Services |
| SEC, GUIDANCE | 61291 | Secretary, Guidance Services |
| CLERK TYP, GUIDANCE | 61292 | Clerk Typist, Guidance Services |
| CLERK, GUIDANCE | 61293 | Clerk, Guidance Services |
| OFF AIDE, GUIDANCE | 61294 | Office Aide, Guidance Services |
| RECEP, GUIDANCE | 61295 | Receptionist, Guidance Services |
| DATA ENT OP, GUID | 61296 | Data Entry Operator, Guidance Services |
| BOOKKEEPER, GUIDANCE | 61297 | Bookkeeper, Guidance Services |
| MESSANGER, GUIDANCE | 61298 | Messenger/Deliveryman, Guidance Services |
| OTH CLER, GUIDANCE | 61299 | Other Clerical Staff, Guidance Services |

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

61 Health Services

| Abbreviated Title | Job Code | |
|-----------------------|----------|------------------------------------------------------|
| | Number | Job Code Title |
| DEP SUPER, HEALTH | 61301 | Deputy Superintendent, Health Services |
| ASSOC SUPER, HEALTH | 61302 | Associate Superintendent, Health Services |
| ASST SUPER, HEALTH | 61303 | Assistant/Area Superintendent, Health Services |
| EXEC DIR, HEALTH SER | 61304 | Executive/General Director, Health Services |
| DIR, HEALTH SER | 61305 | Director, Health Services |
| ASST DIR, HEALTH SER | 61306 | Assistant Director, Health Services |
| SUP, HEALTH SER | 61307 | Supervisor, Health Services |
| COOR, HEALTH SER | 61308 | Coordinator, Health Services |
| ADMIN SA, HEALTH | 61309 | Administrator on Special Assignment, Health Services |
| SPEC, HEALTH | 61310 | Specialist/Manager, Health Services |
| ADMIN ASST, HEALTH | 61311 | Administrative Assistant, Health Services |
| TSA, HEALTH | 61312 | Teacher on Special Assignment, Health Services |
| NURSE, RN | 61320 | Nurse, Registered (RN) |
| NURSE, LPN | 61321 | Nurse, Licensed Practical (LPN) |
| DOCTOR | 61322 | Doctor |
| DENTIST | 61323 | Dentist |
| DENTAL ASST/ORAL HYG | 61324 | Dental Assistant/Oral Hygienist |
| NURSE ASST | 61325 | Nurse's Assistant |
| NUTRITION SPEC | 61326 | Nutritional Specialist |
| SUBSTANCE ABUSE COOR | 61327 | Substance Abuse Coordinator |
| COMMUNITY HEALTH ADV | 61328 | Community Health Advocate |
| PHARMACY AIDE | 61329 | Pharmacy Aide |
| CLINIC ATTENDANT | 61330 | Clinic Attendant/Health Aide |
| HEALTH SER TRAINER | 61331 | Health Services Trainer |
| AUDIOLOGIST | 61332 | Audiologist |
| EXEC SEC, HEALTH SER | 61390 | Executive Secretary, Health Services |
| SEC, HEALTH SER | 61391 | Secretary, Health Services |
| CLERK TYP, HEALTH SER | 61392 | Clerk Typist, Health Services |
| CLERK, HEALTH SER | 61393 | Clerk, Health Services |
| OFF AIDE, HEALTH SER | 61394 | Office Aide, Health Services |
| RECEP, HEALTH SER | 61395 | Receptionist, Health Services |
| DATA ENT OP, HEALTH | 61396 | Data Entry Operator, Health Services |
| BOOKKEEPER, HEALTH | 61397 | Bookkeeper, Health Services |
| MESSENGER, HEALTH | 61398 | Messenger/Deliveryman, Health Services |
| OTH CLER, HEALTH | 61399 | Other Clerical Staff, Health Services |

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

61 Psychological Services

| Abbreviated Title | Job Code | |
|----------------------|----------|-------------------------------------------------------------|
| | Number | Job Code Title |
| DEP SUPER, PSYCH | 61401 | Deputy Superintendent, Psychological Services |
| ASSOC SUPER, PSYCH | 61402 | Associate Superintendent, Psychological Services |
| ASST SUPER, PSYCH | 61403 | Assistant/Area Superintendent, Psychological Services |
| EXEC DIR, PSYCH SER | 61404 | Executive/General Director, Psychological services |
| DIR, PSYCH SER | 61405 | Director, Psychological Services |
| ASST DIR, PSYCH SER | 61406 | Assistant Director, Psychological Services |
| SUP, PSYCH SER | 61407 | Supervisor, Psychological Services |
| COOR, PSYCH SER | 61408 | Coordinator, Psychological Services |
| ADMIN SA, PSYCH | 61409 | Administrator on Special Assignment, Psychological Services |
| SPEC, PSYCH | 61410 | Specialist/Manager, Psychological Services |
| ADMIN ASST, PSYCH | 61411 | Administrative Assistant, Psychological Services |
| TSA, PSYCH | 61412 | Teacher on Special Assignment, Psychological Services |
| SCHOOL PSYCHOLOGIST | 61420 | School Psychologist |
| PSYCHOMETRIST | 61421 | Psychometrist |
| EXEC SEC, PSYCH SER | 61490 | Executive Secretary, Psychological Services |
| SEC, PSYCH SER | 61491 | Secretary, Psychological Services |
| CLERK TYP, PSYCH SER | 61492 | Clerk Typist, Psychological Services |
| CLERK, PSYCH SER | 61493 | Clerk, Psychological Services |
| OFF AIDE, PSYCH SER | 61494 | Office Aide, Psychological Services |
| RECEP, PSYCH SER | 61495 | Receptionist, Psychological Services |
| DATA ENT OP, PSYCH | 61496 | Data Entry Operator, Psychological Services |
| BOOKKEEPER, PSYCH | 61497 | Bookkeeper, Psychological Services |
| MESSENGER, PSYCH | 61498 | Messenger/Deliveryman, Psychological Services |
| OTH CLER, PSYCH | 61499 | Other Clerical Staff, Psychological Services |

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

62 Instructional Media

| Abbreviated Title | Job Code | |
|---------------------|----------|--------------------------------------------------------------------------------|
| | Number | Job Code Title |
| DEP SUPER, MEDIA | 62001 | Deputy Superintendent, Instructional Media |
| ASSOC SUPER, MEDIA | 62002 | Associate Superintendent, Instructional Media |
| ASST SUPER, MEDIA | 62003 | Assistant/Area Superintendent, Instructional Media |
| EXEC DIR, MEDIA | 62004 | Executive/General Director, Instructional Media |
| DIR, MEDIA | 62005 | Director, Instructional Media |
| ASST DIR, MEDIA | 62006 | Assistant Director, Instructional Media |
| SUP, MEDIA | 62007 | Supervisor, Instructional Media |
| COOR, MEDIA | 62008 | Coordinator, Instructional Media |
| ADMIN SA, MEDIA | 62009 | Administrator on Special Assignment, Instructional Media Services |
| SPEC, MEDIA | 62010 | Specialist/Manager, Instructional Media Services |
| ADMIN ASST, MEDIA | 62011 | Administrative Assistant, Instructional Media Services |
| TSA, MEDIA | 62012 | Teacher on Special Assignment, Instructional Media Services |
| MANAGER, MEDIA | 62013 | Manager, Instructional Media Services |
| FOREMAN, MEDIA | 62014 | Foreman, Instructional Media Services |
| LEAD WK, MEDIA | 62015 | Lead Worker, Instructional Media Services |
| DIR, TEXTBOOKS | 62016 | Director, Textbooks |
| COOR, TEXTBOOKS | 62017 | Coordinator, Textbooks |
| SUP, TEXTBOOKS | 62018 | Supervisor, Textbooks |
| DIR, LIB/MEDIA | 62019 | Director, Library/Media Services |
| COOR, LIB/MEDIA | 62020 | Coordinator, Library/Media Services |
| SUP, LIB/MEDIA | 62021 | Supervisor, Library/Media Services |
| INS TV PROG SPEC | 62022 | Instructional Television Program Specialist |
| LIB/MED SPEC-E | 62030 | School Librarian/Media Specialist, Elementary School |
| LIB/MED SPEC-M/J | 62031 | School Librarian/Media Specialist, Middle/Junior High |
| LIB/MED SPEC-SH | 62032 | School Librarian/Media Specialist, Senior High |
| LIB/MED SPEC-CTE/AD | 62033 | School Librarian/Media Specialist, Career and Technical Education/Adult School |
| LIB/MED SPEC-OTHER | 62034 | School Librarian/Media Specialist, Other Type School |
| LIB/MED SPEC-DIST | 62035 | Librarian/Media Specialist, District Office |
| LIB/MEDIA AIDE | 62040 | Library/Media Aide |

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

62 Instructional Media

| Abbreviated Title | Job Code | |
|-----------------------|----------|-----------------------------------------------------|
| | Number | Job Code Title |
| LIB TECH ASST | 62077 | Library Technical Assistant |
| FILM TECH | 62078 | Film Technician |
| INST EQUIP REPAIR MAN | 62079 | Instructional Equipment Repair Manager |
| AV TECHNICIAN | 62080 | Audio Visual Technician |
| ELECTRONICS, MEDIA | 62081 | Electronics Technician, Instructional Media |
| MEDIA TECHNICIAN | 62082 | Media Technician |
| SOFTWARE TECH | 62083 | Software Support Technician |
| OTHER MEDIA STAFF | 62084 | Other Instructional Media Staff |
| EXEC SEC, MEDIA | 62090 | Executive Secretary, Instructional Media Services |
| SEC, MEDIA | 62091 | Secretary, Instructional Media Services |
| CLERK TYP, MEDIA | 62092 | Clerk Typist, Instructional Media Services |
| CLERK, MEDIA | 62093 | Clerk, Instructional Media Services |
| OFF AIDE, MEDIA | 62094 | Office Aide, Instructional Media Services |
| RECEP, MEDIA | 62095 | Receptionist, Instructional Media Services |
| DATA ENT OP, MEDIA | 62096 | Data Entry Operator, Instructional Media Services |
| BOOKKEEPER, MEDIA | 62097 | Bookkeeper, Instructional Media Services |
| MESSENGER, MEDIA | 62098 | Messenger/Deliveryman, Instructional Media Services |
| OTH CLER, MEDIA | 62099 | Other Clerical Staff, Instructional Media Services |

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

**63 Instructional/Curriculum
Development Services**

| Abbreviated Title | Job Code Number | Job Code Title |
|--------------------------|----------------------------|----------------------------------------------------------------|
| DEP SUPER, INS/CUR | 63001 | Deputy Superintendent, Instruction/Curriculum |
| ASSOC SUPER, INS/CUR | 63002 | Associate Superintendent, Instruction/Curriculum |
| ASST SUPER, INS/CUR | 63003 | Assistant/Area Superintendent, Instruction/Curriculum |
| EXEC DIR, INS/CUR | 63004 | Executive/General Director, Instruction/Curriculum |
| DIR, INS/CUR | 63005 | Director, Instruction/Curriculum |
| ASST DIR, INS/CUR | 63006 | Assistant Director, Instruction/Curriculum |
| SUP, INS/CUR | 63007 | Supervisor, Instruction/Curriculum |
| COOR, INS/CUR | 63008 | Coordinator, Instruction/Curriculum |
| ADMIN SA, INS/CUR | 63009 | Administrator on Special Assignment, Instruction/Curriculum |
| SPEC, INS/CUR | 63010 | Specialist/Manager, Instruction/Curriculum |
| ADMIN ASST, INS/CUR | 63011 | Administrative Assistant, Instruction/Curriculum |
| TSA, INS/CUR | 63012 | Teacher on Special Assignment, Instruction/Curriculum |
| DIR, EL ED | 63016 | Director, Elementary Education |
| DIR, MIDDLE/JR | 63017 | Director, Middle/Junior High Education |
| DIR/SEC ED | 63018 | Director, Secondary Education |
| DIR, CTE | 63019 | Director, Career and Technical Education |
| DIR, EX ST ED | 63020 | Director, Exceptional Student Education |
| DIR/ADULT ED | 63021 | Director, Adult Education |
| DIR, TTL I PROG | 63022 | Director, Title I Programs |
| DIR, FED PROG | 63023 | Director, Federal Programs |
| SUP/COOR, DANCE | 63024 | Supervisor/Coordinator, Dance |
| SUP/COOR, DRAMA | 63025 | Supervisor/Coordinator, Drama |
| SUP/COOR, FOR LANG | 63026 | Supervisor/Coordinator, World Language |
| SUP/COOR, HEALTH | 63027 | Supervisor/Coordinator, Health |
| SUP/COOR, LANG ARTS | 63028 | Supervisor/Coordinator, Language Arts |
| SUP/COOR, LIB/MEDIA | 63029 | Supervisor/Coordinator, Library/Media |
| SUP/COOR, MATH | 63030 | Supervisor/Coordinator, Mathematics |
| SUP/COOR, MUSIC | 63031 | Supervisor/Coordinator, Music |
| SUP/COOR, PE | 63032 | Supervisor/Coordinator, Physical Education |
| SUP/COOR, COMP ED | 63033 | Supervisor/Coordinator, Remedial/Compensatory Education |
| SUP/COOR, ROTC | 63034 | Supervisor/Coordinator, ROTC |
| SUP/COOR, DRIVER ED | 63035 | Supervisor/Coordinator, Safety/Driver Education |
| SUP/COOR, SCIENCE | 63036 | Supervisor/Coordinator, Science |

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

**63 Instructional/Curriculum
Development Services**

| Abbreviated Title | Job Code Number | Job Code Title |
|-----------------------|--------------------|------------------------------------------------------------------|
| SUP/COOR, SOC ST | 63037 | Supervisor/Coordinator, Social Studies |
| SUP/COOR, ADULT ED | 63038 | Supervisor/Coordinator, Adult Education |
| SUP/COOR, OTHER | 63039 | Supervisor/Coordinator, Other Educational Services |
| SUP/COOR, EX ED | 63040 | Supervisor/Coordinator, Exceptional Education |
| SUP/COOR, ID | 63041 | Supervisor/Coordinator, Intellectual Disabilities |
| SUP/COOR, PI | 63043 | Supervisor/Coordinator, Physically Impaired |
| SUP/COOR, PT/OT | 63044 | Supervisor/Coordinator, Physical and Occupational Therapy |
| SUP/COOR, SP/LANG | 63045 | Supervisor/Coordinator, Speech & Language Impaired |
| SUP/COOR, DHH | 63046 | Supervisor/Coordinator, Deaf or Hard of Hearing |
| SUP/COOR, VI | 63047 | Supervisor/Coordinator, Visually Impaired |
| SUP/COOR, SLD | 63048 | Supervisor/Coordinator, Specific Learning Disabled |
| SUP/COOR, GIFTED | 63049 | Supervisor/Coordinator, Gifted |
| SUP/COOR, H/H | 63050 | Supervisor/Coordinator, Hospital/Homebound |
| SUP/COOR, ASD | 63051 | Supervisor/Coordinator, Autism Spectrum Disorder |
| SUP/COOR, DSI | 63052 | Supervisor/Coordinator, Dual-Sensory Impaired |
| SUP/COOR, VE | 63055 | Supervisor/Coordinator, Varying Exceptionalities |
| SUP/COOR, PK HDC | 63056 | Supervisor/Coordinator, Prekindergarten Handicapped |
| SUP/COOR, OTHER ESE | 63057 | Supervisor/Coordinator, Other ESE Programs |
| SUP/COOR, STAFFING | 63058 | Supervisor/Coordinator, Staffing & Admissions |
| SUP/COOR, CTE | 63059 | Supervisor/Coordinator, Career and Technical Education |
| SUP/COOR, AGRI/NRE | 63060 | Supervisor/Coordinator, Agribusiness Natural Resources Education |
| SUP/COOR, BUSINESS ED | 63061 | Supervisor/Coordinator, Business Technology Education |
| SUP/COOR, DIVERS ED | 63062 | Supervisor/Coordinator, Diversified Education |
| SUP/COOR, HEALTH ED | 63063 | Supervisor/Coordinator, Health Science Education |
| SUP/COOR, FAM/CONS | 63064 | Supervisor/Coordinator, Family and Consumer Science |
| SUP/COOR, TECH ED | 63065 | Supervisor/Coordinator, Technology Education |

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

**63 Instructional/Curriculum
Development Services**

| Abbreviated Title | Job Code Number | Job Code Title |
|----------------------|--------------------|--------------------------------------------------------------------------------------------------------------|
| SUP/COOR, IND ED | 63066 | Supervisor/Coordinator, Industrial Education |
| SUP/COOR, MARKETING | 63067 | Supervisor/Coordinator, Marketing Education |
| SUP/COOR, PUB SER | 63068 | Supervisor/Coordinator, Public Service Education |
| SUP/COOR, CTE OR/EXP | 63069 | Supervisor/Coordinator, Career and Technical Education Orientation/Exploration |
| SUP/COOR, OTH CTE | 63070 | Supervisor/Coordinator, Other Career and Technical Education Programs |
| SUP/COOR, CTE-ISS | 63071 | Supervisor/Coordinator, Career and Technical Education Instructional Support Services Support Services |
| SUP/COOR, MIGRANT ED | 63072 | Supervisor/Coordinator, Migrant Education |
| SUP/COOR, TTL I | 63073 | Supervisor/Coordinator, Title I |
| SUP/COOR, VOLUNTEER | 63074 | Supervisor/Coordinator, Volunteer Program |
| SUP/COOR, PREP | 63075 | Supervisor/Coordinator, PREP |
| SUP/COOR, EARLY CH | 63076 | Supervisor/Coordinator, Early Childhood Education |
| PROJECT COOR | 63077 | Project Coordinator |
| ASST PROJECT COOR | 63078 | Assistant Project Coordinator |
| SUP/COOR, ART | 63079 | Supervisor/Coordinator, Art |
| SUP/COOR, COMPU ED | 63080 | Supervisor/Coordinator, Computer Education |
| SUP/COOR, EBD | 63081 | Supervisor/Coordinator, Emotional/Behavioral Disabilities |
| SUP/COOR, DROPOUT PV | 63082 | Supervisor/Coordinator, Dropout Prevention |
| COOR, COMM ED | 63083 | Coordinator, Community Education |
| SUP/COOR, EL ED | 63084 | Supervisor/Coordinator, Elementary Education |
| SUP/COOR, MIDDLE/JR | 63085 | Supervisor/Coordinator, Middle/Junior High Education |
| SUP/COOR, SEC ED | 63086 | Supervisor/Coordinator, Secondary Education |
| SUP/COOR, BILINGUAL | 63087 | Supervisor/Coordinator, Bilingual Education |
| EXEC SEC, INS/CUR | 63090 | Executive Secretary, Instruction/Curriculum Development Services |
| SEC, INS/CUR | 63091 | Secretary, Instruction/Curriculum Development Services |
| CLERK TYP, INS/CUR | 63092 | Clerk Typist, Instruction/Curriculum Development Services |
| CLERK, INS/CUR | 63093 | Clerk, Instruction/Curriculum |
| OFF AIDE, INS/CUR | 63094 | Office Aide, Instruction/Curriculum Development Services |
| RECEP, INS/CUR | 63095 | Receptionist, Instruction/Curriculum Development Services |
| DATA ENT OP, INS/CUR | 63096 | Data Entry Operator, Instruction/Curriculum |

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JOB ASSIGNMENT CODES (Continued)

**63 Instructional/Curriculum
Development Services**

| Abbreviated Title | Job Code Number | Job Code Title |
|--------------------------|----------------------------|-----------------------------------------------|
| BOOKKEEPER, INS/CUR | 63097 | Bookkeeper, Instruction/Curriculum |
| MESSENGER, INS/CUR | 63098 | Messenger/Deliveryman, Instruction/Curriculum |
| OTH CLER, INS/CUR | 63099 | Other Clerical Staff, Instruction/Curriculum |
| PRIMARY SPECIALIST | 63100 | Primary Specialist |
| PROGRAM SPEC | 63101 | Program Specialist |
| STAFFING SPEC | 63102 | Staffing Specialist |
| LEARN RES SPEC | 63103 | Learning Resource Specialist |
| TECHNOLOGY SPEC | 63104 | Technology Specialist |
| BEHAVIOR SPEC | 63105 | Behavior Specialist |
| DIR, COMM ED | 63106 | Director, Community Education |
| SUP/COOR, HEAD START | 63107 | Supervisor/Coordinator, Head Start |

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

**64 Instructional Staff
Training Services**

| Abbreviated Title | Job Code Number | Job Code Title |
|-------------------------------|--------------------|-------------------------------------------------------------------------------|
| DEP SUPER, ST TRNG | 64001 | Deputy Superintendent, Instructional Staff Training Services |
| ASSOC SUPER, ST TRNG | 64002 | Associate Superintendent, Instructional Staff Training Services |
| ASST SUPER, ST TRNG | 64003 | Assistant/Area Superintendent, Instructional Staff Training Services |
| EXEC DIR, ST TRNG | 64004 | Executive/General Director, Instructional Staff Training Services |
| DIR, ST TRNG | 64005 | Director, Instructional Staff Training Services |
| ASST DIR, ST TRNG | 64006 | Assistant Director, Instructional Staff Training Services |
| SUP, ST TRNG | 64007 | Supervisor, Instructional Staff Training Services |
| COOR, ST TRNG | 64008 | Coordinator, Instructional Staff Training Services |
| ADMIN SA, ST TRNG | 64009 | Administrator on Special Assignment, Instructional Staff Training Services |
| SPEC, ST TRNG | 64010 | Specialist/Manager, Instructional Staff Training Services |
| ADMIN ASST, ST TRNG | 64011 | Administrative Assistant, Instructional Staff Training Services |
| TSA, ST TRNG | 64012 | Teacher on Special Assignment, Instructional Staff Training Services |
| DIR, TEC | 64016 | Director, Teacher Education Center |
| SUP/COOR, TEC | 64017 | Supervisor/Coordinator, Teacher Education Center |
| DIR, PROF ORIENT PROG | 64018 | Director, Professional Orientation Program |
| SUP/COOR, PROF ORIENT PROG | 64019 | Supervisor/Coordinator, Professional Orientation Program |
| TRAINER, INS | 64020 | Trainer, Instructional |
| RDG COACH - E | 64021 | Reading Coach, Elementary |
| RDG COACH - M/J | 64022 | Reading Coach, Middle/Junior |
| RDG COACH - SH | 64023 | Reading Coach, Senior High |
| MATH COACH - E | 64024 | Math Coach, Elementary |
| MATH COACH - M/J | 64025 | Math Coach, Middle/Junior |
| MATH COACH - SH | 64026 | Math Coach, Senior High |
| EXEC SEC, ST TRNG | 64090 | Executive Secretary, Instructional Staff Training Services |
| SEC, ST TRNG | 64091 | Secretary, Instructional Staff Training Services |
| CLERK TYP, ST TRNG | 64092 | Clerk Typist, Instructional Staff Training Services |
| CLERK, ST TRNG | 64093 | Clerk, Instructional Staff Training Services |
| OFF AIDE, ST TRNG | 64094 | Office Aide, Instructional Staff Training Services |
| RECEP, ST TRNG | 64095 | Receptionist, Instructional Staff Training Services |
| DATA ENT OP, ST TRNG | 64096 | Data Entry Operator, Instructional Staff Training Services |
| BOOKKEEPER, ST TRNG | 64097 | Bookkeeper, Instructional Staff Training Services |
| MESSENGER, ST TRNG | 64098 | Messenger/Deliveryman, Instructional Staff Training Services |
| OTH CLER, ST TRNG | 64099 | Other Clerical Staff, Instructional Staff Training Services |

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

**65 Instruction Related
Technology**

| Abbreviated Title | Job Code Number | Job Code Title |
|--------------------------|----------------------------|---------------------------------------------------------------|
| DEP SUPER, IT | 65001 | Deputy Superintendent, Instructional Technology |
| ASSOC SUPER, IT | 65002 | Associate Superintendent, Instructional Technology |
| ASST SUPER, IT | 65003 | Assistant/Area Superintendent, Instructional Technology |
| EXEC DIR, IT | 65004 | Executive/General Director, Instructional Technology |
| DIR, IT | 65005 | Director, Instructional Technology |
| ASST DIR, IT | 65006 | Assistant Director, Instructional Technology |
| SUP, IT | 65007 | Supervisor, Instructional Technology |
| COOR, IT | 65008 | Coordinator, Instructional Technology |
| ADMIN SA, IT | 65009 | Administrator on Special Assignment, Instructional Technology |
| SPEC, IT | 65010 | Specialist/Manager, Instructional Technology |
| ADMIN ASST, IT | 65011 | Administrative Assistant, Instructional Technology |
| TSA, IT | 65012 | Teacher on Special Assignment, Instructional Technology |
| COMP SYS ANALYST, IT | 65020 | Computer Systems Analyst, Instructional Technology |
| COMP SYS USER ED, IT | 65021 | Computer Systems User Educator, Instructional Technology |
| COMP PROG, IT | 65022 | Computer Programmer, Instructional Technology |
| COMP OP, IT | 65023 | Computer Operator, Instructional Technology |
| DATA ENTRY SUP, IT | 65024 | Data Entry Supervisor, Instructional Technology |
| LEAD COMP OP, IT | 65025 | Lead Computer Operator, Instructional Technology |
| MICROFILM CLERK, IT | 65026 | Microfilm Clerk, Instructional Technology |
| COMP NET SPEC, IT | 65027 | Computer Network Specialist, Instructional Technology |
| PROG ANALYST, IT | 65028 | Programmer Analyst, Instructional Technology |
| SR PROG ANALYST, IT | 65029 | Senior Programmer Analyst, Instructional Technology |
| PROJECT MAN, IT | 65030 | Project Manager, Instructional Technology |
| ASST COMP PROG, IT | 65031 | Assistant Computer Programmer, Instructional Technology |
| TELECOMM SPEC, IT | 65032 | Telecommunications Specialist, Instructional Technology |
| TECH, IT | 65033 | Technician, Instructional Technology |
| INFO SPEC, IT | 65034 | Information Specialist, Instructional Technology |
| SYS SUPPORT SPEC, IT | 65035 | Systems Support Specialist, Instructional Technology |
| EXEC SEC, IT | 65090 | Executive Secretary, Instructional Technology |
| SEC, IT | 65091 | Secretary, Instructional Technology |
| CLERK TYP, IT | 65092 | Clerk Typist, Instructional Technology |
| CLERK, IT | 65093 | Clerk, Instructional Technology |
| OFF AIDE, IT | 65094 | Office Aide, Instructional Technology |
| RECEP, IT | 65095 | Receptionist, Instructional Technology |
| DATA ENTRY OP, IT | 65096 | Data Entry Operator, Instructional Technology |
| BOOKKEEPER, IT | 65097 | Bookkeeper, Instructional Technology |
| MESSENGER, IT | 65098 | Messenger/Deliveryman, Instructional Technology |
| OTH CLER, IT | 65099 | Other Clerical Staff, Instructional Technology |

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**APPENDIX E (Continued)
JOB ASSIGNMENT CODES (Continued)**

71 School Board

| Abbreviated Title | Job Code Number | Job Code Title |
|----------------------|--------------------|------------------------------------------|
| BOARD MEMBER | 71001 | Board Member |
| BOARD COUNSEL | 71002 | Board General Counsel |
| OTH BOARD ATTORNEY | 71003 | Other Board Attorney |
| BOARD AUDITOR | 71004 | Board Auditor |
| OTH BOARD EMP | 71005 | Other Board Employee (Assigned to Board) |
| ADMIN ASST, BOARD | 71011 | Administrative Assistant, School Board |
| LEGAL SEC, SCH BOARD | 71089 | Legal Secretary, School Board |
| EXEC SEC, SCH BOARD | 71090 | Executive Secretary, School Board |
| SEC, SCH BOARD | 71091 | Secretary, Board Members (s) |
| CLERK TYP, SCH BOARD | 71092 | Clerk Typist, Board Member(s) |
| CLERK, SCH BOARD | 71093 | Clerk, School Board |
| OFF AIDE, SCH BOARD | 71094 | Office Aide, Board Member (s) |
| RECEP, SCHOOL BOARD | 71095 | Receptionist, Board Member(s) |
| DATA ENT OP, SCH BD | 71096 | Data Entry Operator, School Board |
| BOOKKEEPER, SCH BD | 71097 | Bookkeeper, School Board |
| MESSENGER, SCH BD | 71098 | Messenger/Deliveryman, School Board |
| OTH CLER, SCH BD | 71099 | Other Clerical Staff, School Board |

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

72 General Administration

| Abbreviated Title | Job Code | |
|--------------------|----------|-----------------------------------------------------|
| | Number | Job Code Title |
| SUPERINTENDENT | 72000 | District Superintendent |
| DEP SUPER, ADMIN | 72001 | Deputy Superintendent, Administration |
| ASSOC SUPER, ADMIN | 72002 | Associate Superintendent, Administration |
| ASST SUPER, ADMIN | 72003 | Assistant/Area Superintendent, Administration |
| EXEC DIR, ADMIN | 72004 | Executive/General Director, Administration |
| DIR, ADMIN | 72005 | Director, Administration |
| ASST DIR, ADMIN | 72006 | Assistant Director, Administration |
| SUP, ADMIN | 72007 | Supervisor, Administration |
| COOR, ADMIN | 72008 | Coordinator, Administration |
| ADMIN SA, ADMIN | 72009 | Administrator on Special Assignment, Administration |
| SPEC, ADMIN | 72010 | Specialist/Manager, Administration |
| ADMIN ASST, ADMIN | 72011 | Administrative Assistant, Administration |
| TSA, ADMIN | 72012 | Teacher on Special Assignment, Administration |
| STAFF ATTORNEY | 72020 | Staff Attorney |
| ADMIN INTERN | 72022 | Administrative Intern |
| NEGOTIATOR | 72023 | Negotiator |
| FTE ADMIN | 72024 | FTE Administrator |
| EXEC SEC, ADMIN | 72090 | Executive Secretary, Administration |
| SEC, ADMIN | 72091 | Secretary, Administration |
| CLERK TYP, ADMIN | 72092 | Clerk Typist, Administration |
| CLERK, ADMIN | 72093 | Clerk, Administration |
| OFF AIDE, ADMIN | 72094 | Office Aide, Administration |
| RECEP, ADMIN | 72095 | Receptionist, Administration |
| DATA ENT OP, ADMIN | 72096 | Data Entry Operator, Administration |
| BOOKKEEPER, ADMIN | 72097 | Bookkeeper, Administration |
| MESSENGER, ADMIN | 72098 | Messenger/Deliveryman, Administration |
| OTH CLER, ADMIN | 72099 | Other Clerical Staff, Administration |

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued) 73 School Administration

| Abbreviated Title | Job Code | |
|--------------------|----------|-------------------------------------------------------------------------------|
| | Number | Job Code Title |
| PRINCIPAL-E | 73001 | Principal, Elementary School |
| PRINCIPAL-M/J | 73002 | Principal, Middle/Junior High |
| PRINCIPAL-SH | 73003 | Principal, Senior High |
| PRINCIPAL-OTHER | 73004 | Principal, Other Elementary Secondary School |
| PRINCIPAL-EX ED | 73005 | Principal, Exceptional Student School |
| PRINCIPAL-ADULT | 73006 | Principal, Adult School |
| DIR, CTE CTR | 73007 | Director, Career and Technical Education Center |
| ASST PRIN-E | 73008 | Assistant Principal, Elementary |
| ASST PRIN-M/J | 73009 | Assistant Principal, Middle/Junior High |
| ASST PRIN-SH | 73010 | Assistant Principal, Senior High |
| ASST PRIN-OTHER | 73011 | Assistant Principal, Other Elementary Secondary School |
| ASST PRIN-EX ED | 73012 | Assistant Principal, Exceptional Student School |
| ASST PRIN-ADULT | 73013 | Assistant Principal, Adult School |
| ASST DIR, CTE CTR | 73014 | Assistant Director, Career and Technical Education Center |
| CURR COOR-E | 73015 | Curriculum Coordinator/Assistant Principal for Curriculum, Elementary |
| CURR COOR-M/J | 73016 | Curriculum Coordinator/Assistant Principal for Curriculum, Middle/Junior High |
| CURR COOR-SH | 73017 | Curriculum Coordinator/Assistant Principal for Curriculum, Senior High |
| CURR COOR-OTHER | 73018 | Curriculum Coordinator/Assistant Principal for Curriculum, Other Type School |
| DEAN-E | 73019 | Dean/Assistant Principal for Student Affairs, Elementary |
| DEAN-M/J | 73020 | Dean/Assistant Principal for Student Affairs, Middle/Junior High |
| DEAN-SH | 73021 | Dean/Assistant Principal for Student Affairs, Senior High |
| DEAN-OTHER | 73022 | Dean/Assistant Principal for Student Affairs, Other Type School |
| ACTIVITIES DIR | 73023 | Activities Director |
| ATHLETIC DIR | 73024 | Athletic Director |
| BUSINESS DIR | 73025 | Business Director |
| REGISTRAR | 73026 | Registrar |
| ATTENDANCE CLERK | 73027 | Attendance Clerk |
| ADMIN ASST, SCH | 73028 | Administrative Assistant, School |
| LABORER, SCH | 73029 | Laborer, School |
| TEACHER, APP TR I | 73030 | Teacher, Apprentice Trainer I |
| TEACHER, APP TR II | 73031 | Teacher, Apprentice Trainer II |
| TEACHER, ATH TR | 73032 | Teacher, Athletic Trainer |
| ATHLETIC TR | 73033 | Athletic Trainer |
| EXEC SEC, SCH | 73090 | Executive Secretary, School |
| SEC, SCH | 73091 | Secretary, School |

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

73 School Administration

| Abbreviated Title | Job Code | |
|----------------------|----------|----------------------------------------------------------------------|
| | Number | Job Code Title |
| CLERK TYPIST, SCH | 73092 | Clerk Typist, School |
| CLERK, SCH | 73093 | Clerk, School |
| OFF AIDE, SCH | 73094 | Office Aide, School |
| RECEP, SCH | 73095 | Receptionist, School |
| DATA ENTRY OP, SCH | 73096 | Data Entry Operator, School |
| BOOKKEEPER, SCH | 73097 | Bookkeeper, School |
| MESSENGER, SCH | 73098 | Messenger/Deliveryman, School |
| OTH CLER, SCH | 73099 | Other Clerical Staff, School |
| INTERN PRIN-E | 73101 | Intern Principal, Elementary School |
| INTERN PRIN-M/J | 73102 | Intern Principal, Middle/Junior High |
| INTERN PRIN-SH | 73103 | Intern Principal, Senior High |
| INTERN PRIN-OTHER | 73104 | Intern Principal, Other Elementary Secondary School |
| INTERN PRIN-EX ED | 73105 | Intern Principal, Exceptional Student School |
| INTERN PRIN-ADULT | 73106 | Intern Principal, Adult School |
| INTERN DIR, CTE CTR | 73107 | Intern Director, Career and Technical Education Center |
| INTERN AP-E | 73108 | Intern Assistant Principal, Elementary School |
| INTERN AP-M/J | 73109 | Intern Assistant Principal, Middle/Junior High |
| INTERN AP-SH | 73110 | Intern Assistant Principal, Senior High |
| INTERN AP-OTHER | 73111 | Intern Assistant Principal, Other Elementary Secondary School |
| INTERN AP-EX ED | 73112 | Intern Assistant Principal, Exceptional Student School |
| INTERN AP-ADULT | 73113 | Intern Assistant Principal, Adult School |
| INTERN AD, CTE CTR | 73114 | Intern Assistant Director, Career and Technical Education Center |
| INTERIM PRIN-E | 73201 | Interim Principal, Elementary School |
| INTERIM PRIN-M/J | 73202 | Interim Principal, Middle/Junior High |
| INTERIM PRIN-SH | 73203 | Interim Principal, Senior High |
| INTERIM PRIN-OTHER | 73204 | Interim Principal, Other Elementary Secondary School |
| INTERIM PRIN-EX ED | 73205 | Interim Principal, Exceptional Student School |
| INTERIM PRIN-ADULT | 73206 | Interim Principal, Adult School |
| INTERIM DIR, CTE CTR | 73207 | Interim Director, Career and Technical Education Center |
| INTERIM AP-E | 73208 | Interim Assistant Principal, Elementary School |
| INTERIM AP-M/J | 73209 | Interim Assistant Principal, Middle/Junior High |
| INTERIM AP-SH | 73210 | Interim Assistant Principal, Senior High |
| INTERIM AP-OTHER | 73211 | Interim Assistant Principal, Other Elementary Secondary School |
| INTERIM AP-EX ED | 73212 | Interim Assistant Principal, Exceptional Student School |
| INTERIM AP-ADULT | 73213 | Interim Assistant Principal, Adult School |
| INTERIM AD, CTE CTR | 73214 | Interim Assistant Director, Career and Technical Education Center |

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

74 Facilities Acquisition and Construction

| Abbreviated Title | Job Code Number | Job Code Title |
|-----------------------|-----------------|--------------------------------------------------------------|
| DEP SUPER, FACIL | 74001 | Deputy Superintendent, Facilities/Construction |
| ASSOC SUPER, FACIL | 74002 | Associate Superintendent, Facilities/Construction |
| ASST SUPER, FACIL | 74003 | Assistant/Area Superintendent, Facilities/Construction |
| EXEC DIR, FACIL | 74004 | Executive/General Director, Facilities/Construction |
| DIR/FACIL | 74005 | Director, Facilities/Construction |
| ASST DIR, FACIL | 74006 | Assistant Director, Facilities/Construction |
| SUP, FACIL | 74007 | Supervisor, Facilities/Construction |
| COOR, FACIL | 74008 | Coordinator, Facilities/Construction |
| ADMIN SA, FACIL | 74009 | Administrator on Special Assignment, Facilities/Construction |
| SPEC, FACIL | 74010 | Specialist, Facilities/Construction |
| ADMIN ASST, FACIL | 74011 | Administrative Assistant, Facilities/Construction |
| TSA, FACIL | 74012 | Teacher on Special Assignment, Facilities/Construction |
| MANAGER, FACIL | 74013 | Manager, Facilities/Construction |
| FOREMAN, FACIL | 74014 | Foreman, Facilities/Construction |
| LEAD WK, FACIL | 74015 | Lead Worker, Facilities/Construction |
| DIR, FACIL PL | 74016 | Director, Facilities Planning |
| SUP, FACIL PL | 74017 | Supervisor, Facilities Planning |
| COOR, FACIL PL | 74018 | Coordinator, Facilities Planning |
| FACILITIES PLANNER | 74020 | Facilities Planner |
| CHIEF ARCHITECT | 74021 | Chief Architect |
| OTHER ARCHITECT | 74022 | Other District Architect |
| BLDG INSPECTOR | 74023 | Building Inspector |
| PROJECT MAN, FACIL | 74024 | Project Manager, Facilities/Construction |
| MECH ENGINEER | 74025 | Mechanical Engineer |
| CIVIL ENGINEER | 74026 | Civil Engineer |
| ELEC ENGINEER | 74027 | Electrical Engineer |
| DRAFTSMAN | 74028 | Draftsman |
| STAT ENGINEER | 74029 | Stationary Engineer |
| MATERIALS SPEC, FACIL | 74030 | Materials Specialist, Facilities/Construction |
| ACCOUNTANT, FACIL | 74031 | Accountant, Facilities/Construction |
| LABORER, FACIL | 74032 | Laborer, Facilities/Construction |
| OTH FACIL ST | 74033 | Other Facilities Staff |

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**APPENDIX E (Continued)
JOB ASSIGNMENT CODES (Continued)**

**74 Facilities Acquisition
and Construction**

| Abbreviated Title | Job Code Number | Job Code Title |
|--------------------------|----------------------------|------------------------------------------------|
| EXEC SEC, FACIL | 74090 | Executive Secretary, Facilities/Construction |
| SEC, FACIL | 74091 | Secretary, Facilities/Construction |
| CLERK TYP, FACIL | 74092 | Clerk Typist, Facilities/Construction |
| CLERK, FACIL | 74093 | Clerk, Facilities/Construction |
| OFF AIDE, FACIL | 74094 | Office Aide, Facilities/Construction |
| RECEP, FACIL | 74095 | Receptionist, Facilities/Construction |
| DATA ENT OP, FACIL | 74096 | Data Entry Operator, Facilities/Construction |
| BOOKKEEPER, FACIL | 74097 | Bookkeeper, Facilities/Construction |
| MESSENGER, FACIL | 74098 | Messenger/Deliveryman, Facilities/Construction |
| OTH CLER, FACIL | 74099 | Other Clerical Staff, Facilities/Construction |

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

75 Fiscal Services

| Abbreviated Title | Job Code Number | Job Code Title |
|----------------------|--------------------|------------------------------------------------------------|
| DEP SUPER, FISCAL | 75001 | Deputy Superintendent, Business & Finance |
| ASSOC SUPER, FISCAL | 75002 | Associate Superintendent, Business & Finance |
| ASST SUPER, FISCAL | 75003 | Assistant/Area Superintendent, Business & Finance |
| EXEC DIR, FISCAL | 75004 | Executive/General Director, Business & Finance |
| DIR, FISCAL | 75005 | Director, Business & Finance |
| ASST DIR, FISCAL | 75006 | Assistant Director, Business & Finance |
| SUP, FISCAL | 75007 | Supervisor, Business & Finance |
| COOR, FISCAL | 75008 | Coordinator, Business & Finance |
| ADMIN SA, FISCAL | 75009 | Administrator on Special Assignment, Business & Finance |
| SPEC, FISCAL | 75010 | Specialist/Manager, Fiscal Services |
| ADMIN ASST, FISCAL | 75011 | Administrative Assistant, Fiscal Services |
| TSA, FISCAL | 75012 | Teacher on Special Assignment, Fiscal Services |
| MANAGER FISCAL | 75013 | Manager, Fiscal Services |
| DIR, BUDGET | 75016 | Director, Budgeting |
| DIR, ACCOUNTING | 75017 | Director, Accounting |
| SUP/COOR, BUDGET | 75018 | Supervisor/Coordinator, Budgeting |
| SUP/COOR, INT AUDIT | 75019 | Supervisor/Coordinator, Internal Auditing |
| SUP/COOR, ACCOUNTING | 75020 | Supervisor/Coordinator, Accounting |
| SUP/COOR, PAYROLL | 75021 | Supervisor/Coordinator, Payroll |
| SUP/COOR, INVEST | 75022 | Supervisor/Coordinator, Investments |
| FINANCE OFFICER | 75023 | Finance Officer/Comptroller |
| ASST FINANCE OFFICER | 75024 | Assistant Finance Officer/Comptroller |
| BUDGET ANALYST | 75030 | Fiscal/Budget Analyst |
| ACCOUNTANT | 75031 | Accountant |
| ACCOUNT CLERK | 75032 | Account Clerk/Payroll Clerk |
| INT AUDITOR | 75033 | Internal Accounts Auditor |
| OTH FISCAL EMP | 75034 | Other Fiscal Personnel |
| EXEC SEC, FISCAL | 75090 | Executive Secretary, Business & Finance |
| SEC, FISCAL | 75091 | Secretary, Business & Finance |
| CLERK TYP, FISCAL | 75092 | Clerk Typist, Business & Finance |
| CLERK, FISCAL | 75093 | Clerk, Fiscal Services |
| OFF AIDE, FISCAL | 75094 | Office Aide, Business & Finance |
| RECEP, FISCAL | 75095 | Receptionist, Business & Finance |
| DATA ENT OP, FISCAL | 75096 | Data Entry Operator, Fiscal Services |
| BOOKKEEPER, FISCAL | 75097 | Bookkeeper, Fiscal Services |
| MESSENGER, FISCAL | 75098 | Messenger/Deliveryman, Fiscal Services |
| OTH CLER, FISCAL | 75099 | Other Clerical Staff, Fiscal Services |

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

76 Food Services

| Abbreviated Title | Job Code Number | Job Code Title |
|--------------------------|----------------------------|----------------------------------------------------|
| DEP SUPER, FOOD SER | 76001 | Deputy Superintendent, Food Services |
| ASSOC SUPER, FOOD SER | 76002 | Associate Superintendent, Food Services |
| ASST SUPER, FOOD SER | 76003 | Assistant/Area Superintendent, Food Services |
| EXEC DIR, FOOD SER | 76004 | Executive/General Director, Food Services |
| DIR, FOOD SER | 76005 | Director, Food Services |
| ASST DIR, FOOD SER | 76006 | Assistant Director, Food Services |
| SUP, FOOD SER | 76007 | Supervisor, Food Services |
| COOR, FOOD SER | 76008 | Coordinator, Food Services |
| ADMIN SA, FOOD SER | 76009 | Administrator on Special Assignment, Food Services |
| SPEC, FOOD SER | 76010 | Specialist/Manager, Food Services |
| ADMIN ASST, FOOD SER | 76011 | Administrative Assistant, Food Services |
| TSA, FOOD SER | 76012 | Teacher on Special Assignment, Food Services |
| MANAGER, FOOD SER | 76013 | Manager, Food Services |
| ASST FOOD SER MANAGER | 76016 | Assistant Food Service Manager |
| BAKER | 76020 | Baker |
| COOK | 76021 | Cook |
| SALAD MAKER | 76022 | Salad Maker |
| FOOD SER WORKER | 76023 | School Food Service Worker/Assistant |
| LUNCH ROOM AIDE | 76024 | Lunch Room Aide |
| CASHIER, FOOD SER | 76025 | Cashier, Food Services |
| STORES CLERK, FOOD SER | 76027 | Stores Clerk/Buyer, Food Services |
| FOOD SER DRIVER | 76028 | Food Service Driver |
| OTH FOOD SER EMP | 76029 | Other Food Service Personnel |
| SUB FOOD SER WK | 76030 | Substitute Food Service Worker |
| EXEC SEC, FOOD SER | 76090 | Executive Secretary, Food Services |
| SEC, FOOD SER | 76091 | Secretary, Food Services |
| CLERK TYP, FOOD SER | 76092 | Clerk Typist, Food Services |
| CLERK, FOOD SER | 76093 | Clerk, Food Services |
| OFF AIDE, FOOD SER | 76094 | Office Aide, Food Services |
| RECEP, FOOD SER | 76095 | Receptionist, Food Services |
| DATA ENT OP, FOOD SER | 76096 | Data Entry Operator, Food Services |
| BOOKKEEPER, FOOD SER | 76097 | Bookkeeper, Food Services |
| MESSENGER, FOOD SER | 76098 | Messenger/Deliveryman, Food Services |
| OTH CLER, FOOD SER | 76099 | Other Clerical Staff, Food Services |

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

77 Central Services

| Abbreviated Title | Job Code Number | Job Code Title |
|----------------------|--------------------|-------------------------------------------------------|
| DEP SUPER, CEN SER | 77001 | Deputy Superintendent, Central Services |
| ASSOC SUPER, CEN SER | 77002 | Associate Superintendent, Central Services |
| ASST SUPER, CEN SER | 77003 | Assistant/Area Superintendent, Central Services |
| EXEC DIR, CEN SER | 77004 | Executive/General Director, Central Services |
| DIR, CEN SER | 77005 | Director, Central Services |
| ASST DIR, CEN SER | 77006 | Assistant Director, Central Services |
| SUP, CEN SER | 77007 | Supervisor, Central Services |
| COOR, CEN SER | 77008 | Coordinator, Central Services |
| ADMIN SA, CEN SER | 77009 | Administrator on Special Assignment, Central Services |
| SPEC, CEN SER | 77010 | Specialist/Manager, Central Services |
| ADMIN ASST, CEN SER | 77011 | Administrative Assistant, Central Services |
| TSA, CEN SER | 77012 | Teacher on Special Assignment, Central Services |
| MANAGER, CEN SER | 77013 | Manager, Central Services |
| EXEC SEC, CEN SER | 77090 | Executive Secretary, Central Services |
| SEC, CEN SER | 77091 | Secretary, Central Services |
| CLERK TYP, CEN SER | 77092 | Clerk Typist, Central Services |
| CLERK, CEN SER | 77093 | Clerk, Central Services |
| OFF AIDE, CEN SER | 77094 | Office Aide, Central Services |
| RECEP, CEN SER | 77095 | Receptionist, Central Services |
| DATA ENT OP, CEN SER | 77096 | Data Entry Operator, Central Services |
| BOOKKEEPER, CEN SER | 77097 | Bookkeeper, Central Services |
| MESSENGER, CEN SER | 77098 | Messenger/Deliveryman, Central Services |
| OTH CLER, CEN SER | 77099 | Other Clerical Staff, Central Services |

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

**77 Planning, Research
Development and
Evaluation Services**

| Abbreviated Title | Job Code Number | Job Code Title |
|--------------------------|----------------------------|----------------------------------------------------------------------|
| DEP SUPER, P/R/E | 77101 | Deputy Superintendent, Planning, Research & Evaluation |
| ASSOC SUPER, P/R/E | 77102 | Associate Superintendent, Planning, Research & Evaluation |
| ASST SUPER, P/R/E | 77103 | Assistant/Area Superintendent, Planning, Research & Evaluation |
| EXEC DIR, P/R/E | 77104 | Executive/General Director, Planning, Research & Evaluation |
| DIR, P/R/E | 77105 | Director, Planning, Research & Evaluation |
| ASST DIR, P/R/E | 77106 | Assistant Director, Planning, Research & Evaluation |
| SUP, P/R/E | 77107 | Supervisor, Planning Research & Evaluation |
| COOR, P/R/E | 77108 | Coordinator, Planning, Research & Evaluation |
| ADMIN SA, P/R/E | 77109 | Administrator on Special Assignment, Planning, Research & Evaluation |
| SPEC, P/R/E | 77110 | Specialist/Manager, Planning, Research & Evaluation |
| ADMIN ASST, P/R/E | 77111 | Administrative Assistant, Planning, Research & Evaluation |
| TSA, P/R/E | 77112 | Teacher on Special Assignment, Planning, Research & Evaluation |
| DIR, RES/EVAL | 77117 | Director, Research & Evaluation |
| SUP, RES/EVAL | 77118 | Supervisor, Research & Evaluation |
| COOR, RES/EVAL | 77119 | Coordinator, Research & Evaluation |
| DIR, PLAN | 77120 | Director, Planning |
| SUP, PLAN | 77121 | Supervisor, Planning |
| COOR, PLAN | 77122 | Coordinator, Planning |
| PLANNING SPEC | 77130 | Planning Specialist |
| EVAL SPEC | 77131 | Testing/Evaluation/Assessment Specialist |
| ED DIAG | 77132 | Educational Diagnostician |
| OTH DIAG | 77133 | Other Diagnosticians |
| TESTING ASST | 77134 | Testing Assistant |
| EXEC SEC, P/R/E | 77190 | Executive Secretary, Planning, Research & Evaluation |
| SEC, P/R/E | 77191 | Secretary, Planning, Research & Evaluation |
| CLERK TYP, P/R/E | 77192 | Clerk Typist, Planning, Research & Evaluation |
| CLERK, P/R/E | 77193 | Clerk, Planning, Research & Evaluation |
| OFF AIDE, P/R/E | 77194 | Office Aide, Planning, Research & Evaluation |
| RECEP, P/R/E | 77195 | Receptionist, Planning, Research & Evaluation |
| DATA ENT OP, P/R/E | 77196 | Data Entry Operator, Planning, Research & Evaluation |
| BOOKKEEPER, P/R/E | 77197 | Bookkeeper, Planning, Research & Evaluation |
| MESSENGER, P/R/E | 77198 | Messenger/Deliveryman, Planning, Research & Evaluation |
| OTH CLER, P/R/E | 77199 | Other Clerical Staff, Planning Research & Evaluation |

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

77 Information Services

| Abbreviated Title | Job Code | |
|---------------------|----------|-----------------------------------------------------------|
| | Number | Job Code Title |
| DEP SUPER, INFO | 77201 | Deputy Superintendent, Information Services |
| ASSOC SUPER, INFO | 77202 | Associate Superintendent, Information Services |
| ASST SUPER, INFO | 77203 | Assistant/Area Superintendent, Information Services |
| EXEC DIR, INFO SER | 77204 | Executive/General Director, Information Services |
| DIR, INFO SER | 77205 | Director, Information Services |
| ASST DIR, INFO SER | 77206 | Assistant Director, Information Services |
| SUP, INFO SER | 77207 | Supervisor, Information Services |
| COOR, INFO SER | 77208 | Coordinator, Information Services |
| ADMIN SA, INFO | 77209 | Administrator on Special Assignment, Information Services |
| SPEC, INFO | 77210 | Specialist/Manager, Information Services |
| ADMIN ASST, INFO | 77211 | Administrative Assistant, Information Services |
| TSA, INFO | 77212 | Teacher on Special Assignment, Information Services |
| MANAGER, INFO | 77213 | Manager, Information Services |
| PUB REL INFO SPEC | 77220 | Public Relations information Specialist |
| WP MANAGER | 77221 | Word Processing Center Manager |
| WP OPERATOR | 77222 | Word Processing Operator |
| GRAPHICS ARTIST | 77223 | Graphics Artist |
| PHOTOGRAPHER | 77224 | Photographer |
| DATA ANALYST | 77225 | Data Analyst |
| RESEARCH ASSOC | 77226 | Research Associate |
| RECORDS/FORMS ANAL | 77227 | Records/Forms Analyst |
| EXEC SEC, INFO SER | 77290 | Executive Secretary, Information Services |
| SEC, INFO SER | 77291 | Secretary, Information Services |
| CLERK TYP, INFO SER | 77292 | Clerk Typist, Information Services |
| CLERK, INFO | 77293 | Clerk, Information Services |
| OFF AIDE, INFO SER | 77294 | Office Aide, Information Services |
| RECEP, INFO SER | 77295 | Receptionist, Information Services |
| DATA ENT OP, INFO | 77296 | Data Entry Operator, Information Services |
| BOOKKEEPER, INFO | 77297 | Bookkeeper, Information Services |
| MESSENGER, INFO | 77298 | Messenger/Deliveryman, Information Services |
| OTH CLER, INFO | 77299 | Other Clerical Staff, Information Services |

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

77 Staff Services

| Abbreviated Title | Job Code Number | Job Code Title |
|--------------------------|----------------------------|---------------------------------------------------------------|
| DEP SUPER, STAFF | 77301 | Deputy Superintendent, Staff Services |
| ASSOC SUPER, STAFF | 77302 | Associate Superintendent, Staff Services |
| ASST SUPER, STAFF | 77303 | Assistant/Area Superintendent, Staff Services |
| EXEC DIR, STAFF | 77304 | Executive/General Director, Staff Services |
| DIR, STAFF | 77305 | Director, Staff Services |
| ASST DIR, STAFF | 77306 | Assistant Director, Staff Services |
| SUP, STAFF | 77307 | Supervisor, Staff Services |
| COOR, STAFF | 77308 | Coordinator, Staff Services |
| ADMIN SA, STAFF | 77309 | Administrator on Special Assignment, Staff Services |
| SPEC, STAFF | 77310 | Specialist/Manager, Staff Services |
| ADMIN ASST, STAFF | 77311 | Administrative Assistant, Staff Services |
| TSA, STAFF | 77312 | Teacher on Special Assignment, Staff Services |
| DIR, RISK MAN | 77316 | Director, Risk Management |
| SUP, RISK MAN | 77317 | Supervisor, Risk Management |
| COOR, RISK MAN | 77318 | Coordinator, Risk Management |
| DIR, EMP REL | 77319 | Director, Employee Relations |
| SUP, EMP REL | 77320 | Supervisor, Employee Relations |
| COOR, EMP REL | 77321 | Coordinator, Employee Relations |
| DIR, PERS | 77322 | Director, Personnel |
| SUP, PERS | 77323 | Supervisor, Personnel |
| COOR, PERS | 77324 | Coordinator, Personnel |
| ASST CERT | 77325 | Assistant for Certification |
| ASST RET | 77326 | Assistant for Retirement |
| CLAIMS REP | 77327 | Claims Representative |
| TRAINER, NONINST | 77328 | Trainer, Noninstructional |
| SR PERS ANALYST | 77329 | Senior Personnel Analyst |
| PERS SPEC | 77330 | Personnel Specialist |
| AFF ACTION SPEC | 77331 | Affirmative Action/Title IX Specialist |
| INSURANCE SPEC | 77332 | Insurance Specialist |
| EQUITY OFF | 77333 | Equity Officer |
| SALARY ADMIN | 77334 | Salary Administrator |
| RECRUITER | 77335 | Recruiter |
| HUMAN REL SPEC | 77336 | Human Relations Specialist |
| CERT SPEC | 77337 | Certification Specialist |
| SUP, HRMD TRNG | 77338 | Supervisor, Human Resource Management Development Training |

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

77 Staff Services

| Abbreviated Title | Job Code Number | Job Code Title |
|--------------------------|----------------------------|---------------------------------------|
| EXEC SEC, STAFF SER | 77390 | Executive Secretary, Staff Services |
| SEC, STAFF SER | 77391 | Secretary, Staff Services |
| CLERK TYP, STAFF SER | 77392 | Clerk Typist, Staff Services |
| CLERK, STAFF | 77393 | Clerk, Staff Services |
| OFF AIDE, STAFF SER | 77394 | Office Aide, Staff Services |
| RECEP, STAFF SER | 77395 | Receptionist, Staff Services |
| DATA ENT OP, STAFF | 77396 | Data Entry Operator, Staff Services |
| BOOKKEEPER, STAFF | 77397 | Bookkeeper, Staff Services |
| MESSENGER, STAFF | 77398 | Messenger/Deliveryman, Staff Services |
| OTH CLER, STAFF | 77399 | Other Clerical Staff, Staff Services |

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**APPENDIX E (*Continued*)
JOB CODE ASSIGNMENTS (*Continued*)**

77 Statistical Services

| Abbreviated Title | Job Code Number | Job Code Title |
|--------------------------|----------------------------|------------------------|
| STATISTICIAN | 77420 | Statistician |
| STAT AIDE | 77421 | Statistical Aide/Clerk |

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

77 Internal Services

| Abbreviated Title | Job Code Number | Job Code Title |
|--------------------------|----------------------------|-------------------------------------------------------|
| DEP SUPER, INT SER | 77601 | Deputy Superintendent, Internal Services |
| ASSOC SUPER, INT SER | 77602 | Associate Superintendent, Internal Services |
| ASST SUPER, INT SER | 77603 | Assistant/Area Superintendent, Internal Services |
| EXEC DIR, INT SER | 77604 | Executive/General Director, Internal Services |
| DIR, INT SER | 77605 | Director, Internal Services |
| ASST DIR, INT SER | 77606 | Assistant Director, Internal Services |
| SUP, INT SER | 77607 | Supervisor, Internal Services |
| COOR, INT SER | 77608 | Coordinator, Internal Services |
| ADMIN SA, INT SER | 77609 | Administrator on Special Assignment, Internal Service |
| SPEC, INT SER | 77610 | Specialist/Manager, Internal Services |
| ADMIN ASST, INT SER | 77611 | Administrative Assistant, Internal Services |
| TSA, INT SER | 77612 | Teacher on Special Assignment, Internal Services |
| MANAGER, INT SER | 77613 | Manager, Internal Services |
| FOREMAN, INT SER | 77614 | Foreman, Internal Services |
| LEAD WK, INT SER | 77615 | Lead Worker, Internal Services |
| DIR, PROP REC | 77616 | Director, Property Records |
| SUP, PROP REC | 77617 | Supervisor, Property Records |
| COOR, PROP REC | 77618 | Coordinator, Property Records |
| DIR, WAREHOUSING | 77619 | Director, Warehousing |
| SUP, WAREHOUSING | 77620 | Supervisor, Warehousing |
| COOR, WAREHOUSING | 77621 | Coordinator, Warehousing |
| DIR, PURCHASING | 77622 | Director, Purchasing |
| SUP, PURCHASING | 77623 | Supervisor, Purchasing |
| COOR, PURCHASING | 77624 | Coordinator, Purchasing |
| PROP CONTROL SPEC | 77625 | Property Control Specialist |
| STOREROOM MANAGER | 77626 | Storeroom Manager |
| WAREHOUSEMAN | 77627 | Storekeeper/Warehouseman |
| SHIP/REC CLERK | 77628 | Shipping/Receiving Clerk |
| TEXTBOOK SPEC, WHSE | 77629 | Textbook Specialist, Warehouse |
| DUP EQUIP OP | 77630 | Duplicating/Reproduction Equipment Operator |
| PRINTER | 77631 | Printer/Print Manager |
| PRODUCTION SPEC | 77632 | Production Specialist |
| CAMERAMAN | 77633 | Cameraman (Print Shop) |
| OFFSET PRESSMAN | 77634 | Offset Pressman |
| BINDERY TECH | 77635 | Bindery Technician |
| MICROGRAPHICS TECH | 77636 | Micrographics Technician |
| PURCHASING AGENT | 77637 | Purchasing Agent/Buyer |
| SUPPLIES SPEC | 77638 | Supplies Specialist |
| WAREHOUSE MANAGER | 77639 | Warehouse Manager |
| FOREMAN, PRINT SHOP | 77640 | Foreman, Print Shop |

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

77 Internal Services

| Abbreviated Title | Job Code Number | Job Code Title |
|--------------------------|----------------------------|---------------------------------------------------------|
| RECORDS SPEC | 77641 | Records Specialist/Technician |
| GRAPHICS SPEC | 77642 | Graphics Production Specialist |
| MATERIALS SPEC, INT | 77643 | Materials Control/Testing Specialist, Internal Services |
| MAILROOM SUP | 77644 | Mail Room Supervisor |
| COURIER | 77645 | Mail Delivery Clerk/Courier |
| EXEC SEC, INT SER | 77690 | Executive Secretary, Internal Services |
| SEC, INT SER | 77691 | Secretary, Internal Services |
| CLERK TYP, INT SER | 77692 | Clerk Typist, Internal Services |
| CLERK, INT SER | 77693 | Clerk, Internal Services |
| OFF AIDE, INT SER | 77694 | Office Aide, Internal Services |
| RECEP, INT SER | 77695 | Receptionist, Internal Services |
| DATA ENT OP, INT SER | 77696 | Data Entry Operator, Internal Services |
| BOOKKEEPER, INT SER | 77697 | Bookkeeper, Internal Services |
| MESSENGER, INT SER | 77698 | Messenger/Deliveryman, Internal Services |
| OTH CLER, INT SER | 77699 | Other Clerical Staff, Internal Services |

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

78 Pupil Transportation Services

| Abbreviated Title | Job Code Number | Job Code Title |
|-----------------------|-----------------|----------------------------------------------------------------|
| DEP SUPER, TRANS | 78001 | Deputy Superintendent, Transportation |
| ASSOC SUPER, TRANS | 78002 | Associate Superintendent, Transportation |
| ASST SUPER, TRANS | 78003 | Assistant/Area Superintendent, Transportation |
| EXEC DIR, TRANS | 78004 | Executive/General Director, Transportation |
| DIR, TRANS | 78005 | Director, Transportation |
| ASST DIR, TRANS | 78006 | Assistant Director, Transportation |
| SUP, TRANS | 78007 | Supervisor, Transportation |
| COOR, TRANS | 78008 | Coordinator, Transportation |
| ADMIN SA, TRANS | 78009 | Administrator on Special Assignment, Transportation |
| SPEC, TRANS | 78010 | Specialist/Manager, Transportation |
| ADMIN ASST, TRANS | 78011 | Administrative Assistant, Transportation |
| TSA, TRANS | 78012 | Teacher on Special Assignment, Transportation |
| MANAGER, TRANS | 78013 | Manager, Transportation |
| FOREMAN, TRANS | 78014 | Foreman, Transportation |
| LEAD WK, TRANS | 78015 | Lead Worker, Transportation |
| ROUTE COOR | 78020 | Route Coordinator/Manager |
| OTH ROUTING EMP | 78021 | Other Routing Personnel/Assistants |
| SUP/COOR, EX ED TRANS | 78022 | Supervisor/Coordinator of Exceptional Education Transportation |
| SUP/COOR, VEH SER | 78023 | Supervisor/Coordinator, Vehicle Service |
| MECHANIC | 78024 | Mechanic |
| MECHANIC HELPER | 78025 | Mechanic's Helper |
| PAINT & BODY EMP | 78026 | Paint & Body Personnel |
| PARTS EMP | 78027 | Parts Personnel |
| GAS ATTEND | 78028 | Gas Attendant/Tire Personnel |
| DISPATCHER, TRANS | 78029 | Dispatcher, Transportation |
| BUS DRIVER | 78030 | Bus Driver |
| SUB BUS DRIVER | 78031 | Relief Driver/Substitute |
| BUS AIDE | 78032 | Bus Aide/Bus Attendant |
| BUS DRIVER TRAINER | 78033 | Bus Driver Trainer/Safety Specialist |
| OTH TRANS EMP | 78034 | Other Transportation Personnel |
| SHOP SUPER | 78035 | Shop Supervisor |
| EXEC SEC, TRANS | 78090 | Executive Secretary, Transportation |
| SEC, TRANS | 78091 | Secretary, Transportation |
| CLERK TYP, TRANS | 78092 | Clerk Typist, Transportation |
| CLERK, TRANS | 78093 | Clerk, Transportation |
| OFF AIDE, TRANS | 78094 | Office Aide, Transportation |
| RECEP, TRANS | 78095 | Receptionist, Transportation |
| DATA ENT OP, TRANS | 78096 | Data Entry Operator, Transportation |
| BOOKKEEPER, TRANS | 78097 | Bookkeeper, Transportation |
| MESSENGER, TRANS | 78098 | Messenger/Deliveryman, Transportation |
| OTH CLER, TRANS | 78099 | Other Clerical Staff, Transportation |

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

79 Operation of Plant

| Abbreviated Title | Job Code Number | Job Code Title |
|--------------------------|----------------------------|-------------------------------------------------|
| DEP SUPER, OP | 79001 | Deputy Superintendent, Operations |
| ASSOC SUPER, OP | 79002 | Associate Superintendent, Operations |
| ASST SUPER, OP | 79003 | Assistant/Area Superintendent, Operations |
| EXEC DIR, OP | 79004 | Executive/General Director, Operations |
| DIR, OP | 79005 | Director, Operations |
| ASST DIR, OP | 79006 | Assistant Director, Operations |
| SUP, OP | 79007 | Supervisor, Operations |
| COOR, OP | 79008 | Coordinator, Operations |
| ADMIN SA, OP | 79009 | Administrator on Special Assignment, Operations |
| SPEC, OP | 79010 | Specialist/Manager, Operations |
| ADMIN ASST, OP | 79011 | Administrative Assistant, Operations |
| TSA, OP | 79012 | Teacher on Special Assignment, Operations |
| MANAGER, OP | 79013 | Manager, Operations |
| FOREMAN, OP | 79014 | Foreman, Operations |
| LEAD WK, OP | 79015 | Lead Worker, Operations |
| UTILITIES MANAGER | 79016 | Utilities Manager |
| SUP, SECURITY | 79017 | Supervisor of Security |
| ENERGY MANAGER | 79018 | Energy Manager |
| INVESTIGATOR | 79020 | Special Investigator |
| SAFETY OFF | 79021 | Safety and Security Officer |
| SAFETY INSPECTOR | 79022 | Loss Prevention/Fire & Safety Inspector |
| SECURITY GUARD | 79023 | Security Guard/Night Watchman |
| CROSSING GUARD, SCH | 79024 | Crossing Guard, School |
| HEAD CUSTODIAN | 79025 | Head Custodian/Maintenance Unit Manager |
| CUSTODIAN | 79026 | Custodian |
| MAID | 79027 | Maid |
| PEST CONTROL WK | 79028 | Insect/Pest Control Worker |
| GARDENER | 79029 | Landscape Gardener/Worker |
| COMM TECH | 79032 | Communications Technician |
| DISPATCHER, OP | 79033 | Dispatcher, Operations |
| SUB CUSTODIAN | 79034 | Substitute Custodian |
| LABORER, OP | 79035 | Laborer, Operations |
| GROUNDS MAIN TECH | 79036 | Grounds Maintenance Technician/Tree Surgeon |
| ENVIRONMENTAL ENG | 79037 | Environmental Engineer |
| EXEC SEC, OP | 79090 | Executive Secretary, Operations |
| SEC, OP | 79091 | Secretary, Operations |

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

79 Operation of Plant

| Abbreviated Title | Job Code Number | Job Code Title |
|--------------------------|----------------------------|-----------------------------------|
| CLERK TYP, OP | 79092 | Clerk Typist, Operations |
| CLERK, OP | 79093 | Clerk, Operations |
| OFF AIDE, OP | 79094 | Office Aide, Operations |
| RECEP, OP | 79095 | Receptionist, Operations |
| DATA ENT OP, OP | 79096 | Data Entry Operator, Operations |
| BOOKKEEPER, OP | 79097 | Bookkeeper, Operations |
| MESSENGER, OP | 79098 | Messenger/Deliveryman, Operations |
| OTH CLER, OP | 79099 | Other Clerical Staff, Operations |

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

81 Maintenance of Plant

| Abbreviated Title | Job Code Number | Job Code Title |
|--------------------------|----------------------------|--------------------------------------------------|
| DEP SUPER, MAIN | 81001 | Deputy Superintendent, Maintenance |
| ASSOS SUPER, MAIN | 81002 | Associate Superintendent, Maintenance |
| ASST SUPER, MAIN | 81003 | Assistant/Area Superintendent, Maintenance |
| EXEC DIR, MAIN | 81004 | Executive/General Director, Maintenance |
| DIR, MAIN | 81005 | Director, Maintenance |
| ASST DIR, MAIN | 81006 | Assistant Director, Maintenance |
| SUP, MAIN | 81007 | Supervisor, Maintenance |
| COOR, MAIN | 81008 | Coordinator, Maintenance |
| ADMIN SA, MAIN | 81009 | Administrator on Special Assignment, Maintenance |
| SPEC, MAIN | 81010 | Specialist/Manager, Maintenance |
| ADMIN ASST, MAIN | 81011 | Administrative Assistant, Maintenance |
| TSA, MAIN | 81012 | Teacher on Special Assignment, Maintenance |
| MANAGER, MAIN | 81013 | Manager, Maintenance |
| FOREMAN, MAIN | 81014 | Foreman, Maintenance |
| LEAD WK, MAIN | 81015 | Lead Worker, Maintenance |
| EQUIP OP | 81020 | Equipment Operator |
| TRUCK DRIVER | 81021 | Truck Driver |
| WASTE PLANT OP | 81022 | Wastewater Plant Operator |
| AC MECHANIC | 81024 | Air Conditioning and Refrigeration Mechanic |
| BOILER MECHANIC | 81025 | Boiler Mechanic |
| ELECTRICIAN | 81026 | Electrician |
| PLUMBER | 81027 | Plumber |
| WELDER | 81028 | Welder |
| CARPENTER | 81029 | Carpenter |
| MASON | 81030 | Mason |
| CARPET REPAIRMAN | 81031 | Carpet & Tile Repairman |
| GLAZIER | 81032 | Glazier (Window Repairman) |
| PAINTER | 81033 | Painter |
| ROOFER | 81034 | Roofer |
| SHEET METAL WK | 81035 | Sheet Metal Worker |
| REFINISHER | 81036 | Refinisher |
| EQUIP MECHANIC | 81037 | Equipment Mechanic |
| SMALL ENGINE MECH | 81038 | Small Engine Mechanic |
| HVY EQUIP MECH | 81039 | Heavy Equipment Mechanic |
| APPL REPAIRMAN | 81040 | Appliance Repairman |
| LOCKSMITH | 81041 | Locksmith |
| OFF MACH REPAIRMAN | 81042 | Office Machine Repairman |
| MAIN WK | 81043 | Maintenance Worker/Trades worker |
| CABINET MAKER | 81044 | Millshop Worker/Cabinet Maker |
| ELECTRONICS, MAIN | 81045 | Electronics Technician, Maintenance |
| MECHANICS, OTHER | 81046 | Other Mechanics |
| VENETIAN BL REPAIRS | 81047 | Venetian Blind Repairman |
| FURNITURE REPAIR | 81048 | Furniture Repairman |
| PLASTERER | 81049 | Plasterer |

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

81 Maintenance of Plant

| Abbreviated Title | Job Code Number | Job Code Title |
|--------------------------|----------------------------|------------------------------------|
| OTH MAIN PERS | 81050 | Other Maintenance Personnel |
| EXEC SEC, MAIN | 81090 | Executive Secretary, Maintenance |
| SEC, MAIN | 81091 | Secretary, Maintenance |
| CLERK TYP, MAIN | 81092 | Clerk Typist, Maintenance |
| CLERK, MAIN | 81093 | Clerk, Maintenance |
| OFF AIDE, MAIN | 81094 | Office Aide, Maintenance |
| RECEP, MAIN | 81095 | Receptionist, Maintenance |
| DATA ENT OP, MAIN | 81096 | Data Entry Operator, Maintenance |
| BOOKKEEPER, MAIN | 81097 | Bookkeeper, Maintenance |
| MESSENGER, MAIN | 81098 | Messenger/Deliveryman, Maintenance |
| OTH CLER, MAIN | 81099 | Other Clerical Staff, Maintenance |

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| |
|--------------------------------------------------------------------|
| Implementation Date: Fiscal Year 2005-06 July 1, 2005 |
|--------------------------------------------------------------------|

APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

**82 Administrative
Technology Services**

| Abbreviated Title | Job Code Number | Job Code Title |
|----------------------|--------------------|----------------------------------------------------------------|
| DEP SUPER, AT | 82001 | Deputy Superintendent, Administrative Technology |
| ASSOC SUPER, AT | 82002 | Associate Superintendent, Administrative Technology |
| ASST SUPER, AT | 82003 | Assistant/Area Superintendent, Administrative Technology |
| EXEC DIR, AT | 82004 | Executive/General Director, Administrative Technology |
| DIR, AT | 82005 | Director, Administrative Technology |
| ASST DIR, AT | 82006 | Assistant Director, Administrative Technology |
| SUP, AT | 82007 | Supervisor, Administrative Technology |
| COOR, AT | 82008 | Coordinator, Administrative Technology |
| ADMIN SA, AT | 82009 | Administrator on Special Assignment, Administrative Technology |
| SPEC, AT | 82010 | Specialist/Manager, Administrative Technology |
| ADMIN ASST, AT | 82011 | Administrative Assistant, Administrative Technology |
| TSA, AT | 82012 | Teacher on Special Assignment, Administrative Technology |
| COMP SYS ANALYST, AT | 82020 | Computer Systems Analyst, Administrative Technology |
| COMP SYS USER ED, AT | 82021 | Computer Systems User Educator, Administrative Technology |
| COMP PROG, AT | 82022 | Computer Programmer, Administrative Technology |
| COMP OP, AT | 82023 | Computer Operator, Administrative Technology |
| DATA ENTRY SUP, AT | 82024 | Data Entry Supervisor, Administrative Technology |
| LEAD COMP OP, AT | 82025 | Lead Computer Operator, Administrative Technology |
| MICROFILM CLERK, AT | 82026 | Microfilm Clerk, Administrative Technology |
| COMP NET SPEC, AT | 82027 | Computer Network Specialist, Administrative Technology |
| PROG ANALYST, AT | 82028 | Programmer Analyst, Administrative Technology |
| SR PROG ANALYST, AT | 82029 | Senior Programmer Analyst, Administrative Technology |
| PROJECT MAN, AT | 82030 | Project Manager, Administrative Technology |
| ASST COMP PROG, AT | 82031 | Assistant Computer Programmer, Administrative Technology |
| TELECOMM SPEC, AT | 82032 | Telecommunications Specialist, Administrative Technology |
| TECH, AT | 82033 | Technician, Administrative Technology |
| INFO SPEC, AT | 82034 | Information Specialist, Administrative Technology |
| SYS SUPPORT SPEC, AT | 82035 | Systems Support Specialist, Administrative Technology |
| EXEC SEC, AT | 82090 | Executive Secretary, Administrative Technology |
| SEC, AT | 82091 | Secretary, Administrative Technology |
| CLERK TYP, AT | 82092 | Clerk Typist, Administrative Technology |
| CLERK, AT | 82093 | Clerk, Administrative Technology |
| OFF AIDE, AT | 82094 | Office Aide, Administrative Technology |
| RECEP, AT | 82095 | Receptionist, Administrative Technology |
| DATA ENTRY OP, AT | 82096 | Data Entry Operator, Administrative Technology |
| BOOKKEEPER, AT | 82097 | Bookkeeper, Administrative Technology |
| MESSANGER, AT | 82098 | Messenger/Deliveryman, Administrative Technology |
| OTH CLER, AT | 82099 | Other Clerical Staff, Administrative Technology |

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|--------------------------------------------------------------------|
| Implementation Date: Fiscal Year 1990-91 July 1, 1990 |
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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

91 Community Services

| Abbreviated Title | Job Code Number | Job Code Title |
|--------------------------|----------------------------|------------------------------------------------------------|
| DEP SUPER, COMM | 91001 | Deputy Superintendent, Community Services |
| ASSOC SUPER, COMM | 91002 | Associate Superintendent, Community Services |
| ASST SUPER, COMM | 91003 | Assistant/Area Superintendent, Community Services |
| EXEC DIR, COMM | 91004 | Executive/General Director, Community Services |
| DIR, COMM | 91005 | Director, Community Services |
| ASST DIR, COMM | 91006 | Assistant Director, Community Services |
| SUP, COMM | 91007 | Supervisor, Community Services |
| COOR, COMM | 91008 | Coordinator, Community Services |
| ADMIN SA, COMM | 91009 | Administrator on Special Assignment, Community Services |
| SPEC, COMM | 91010 | Specialist/Manager, Community Services |
| ADMIN ASST, COMM | 91011 | Administrative Assistant, Community Services |
| TSA, COMM | 91012 | Teacher on Special Assignment, Community Services |
| REC SPEC | 91030 | Recreation Specialist |
| ACTIVITIES LEADER | 91031 | Activities Leader |
| PARENT SPEC, COMM | 91032 | Parent Specialist, Community Services |
| AIDE, COMM | 91033 | Aide, Community Services |
| OTH COMM PERS | 91034 | Other Community Services Personnel |
| EXEC SEC, COMM | 91090 | Executive Secretary, Community Services |
| SEC, COMM | 91091 | Secretary, Community Services |
| CLERK TYP, COMM | 91092 | Clerk Typist, Community Services |
| CLERK, COMM | 91093 | Clerk, Community Services |
| OFF AIDE, COMM | 91094 | Office Aide, Community Services |
| RECEP, COMM | 91095 | Receptionist, Community Services |
| DATA ENT OP, COMM | 91096 | Data Entry Operator, Community Services |
| BOOKKEEPER, COMM | 91097 | Bookkeeper, Community Services |
| MESSENGER, COMM | 91098 | Messenger/Deliveryman, Community Services |
| OTH CLER, COMM | 91099 | Other Clerical Staff, Community Services |

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|--------------------------------------------------------------------|
| Implementation Date: Fiscal Year 1991-92 July 1, 1991 |
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**APPENDIX H
STATE CODES**

| <u>STATE</u> | <u>CODE</u> | <u>STATE</u> | <u>CODE</u> |
|----------------------------|-------------|----------------------|-------------|
| Alabama | AL | Montana | MT |
| Alaska | AK | Nebraska | NE |
| Arizona | AZ | Nevada | NV |
| Arkansas | AR | New Hampshire | NH |
| California | CA | New Jersey | NJ |
| Colorado | CO | New Mexico | NM |
| Connecticut | CT | New York | NY |
| Delaware | DE | North Carolina | NC |
| District of Columbia | DC | North Dakota | ND |
| Florida | FL | Ohio | OH |
| Georgia | GA | Oklahoma | OK |
| Hawaii | HI | Oregon | OR |
| Idaho | ID | Pennsylvania | PA |
| Illinois | IL | Rhode Island | RI |
| Indiana | IN | South Carolina | SC |
| Iowa | IA | South Dakota | SD |
| Kansas | KS | Tennessee | TN |
| Kentucky | KY | Texas | TX |
| Louisiana | LA | Utah | UT |
| Maine | ME | Vermont | VT |
| Maryland | MD | Virginia | VA |
| Massachusetts | MA | Washington | WA |
| Michigan | MI | West Virginia | WV |
| Minnesota | MN | Wisconsin | WI |
| Mississippi | MS | Wyoming | WY |
| Missouri | MO | | |

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| Implementation Date: Fiscal Year 1992-93 July 1, 1992 |
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APPENDIX I

SELECTED BENEFITS DEFINITIONS

| <u>CODE</u> | <u>BENEFITS</u> | <u>DEFINITION</u> |
|--------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A | Health and Hospitalization | Employer contribution towards medical benefits provided through major medical insurance and/or health maintenance organizations. |
| B | Life Insurance | Employer contribution towards term or whole life and/or accidental death benefits. |
| C | Social Security | Employer contribution required under the Federal Insurance Contributions Act for retirement, survivors and disability tax (insurance tax for Old Age Survivors and Disability Insurance - OASDI). |
| D | Florida Retirement System | A defined benefit plan, qualified under Section 401(a) of the Internal Revenue Code and established by Chapter 121, Florida Statutes, and administrated under Chapter 22B of the Florida Administrative Code. Include the Florida Teachers' Retirement System personnel here. |
| E | Commercial or Mutual Insurance Annuity Plan | Tax shelter annuities reported on Internal Revenue Service Code 403(B). |
| F | Unemployment Compensation | Insurance to partially compensate for a specific period of time that employees' are involuntarily terminated. |
| G | Workers' Compensation | Insurance protecting employees and their dependents against financial loss resulting from death, disability or injury that occurs during the course of employment. |
| K | Cafeteria Plan | A flexible benefit plan generally that complies with the requirements of Internal Revenue Code Section 125 and offers a choice of two or more qualified benefits or a choice between cash and one or more qualified benefits. A qualified benefit is a nontaxable benefit that is included in a cafeteria plan (i.e., group term life, accident and health insurance, dependent care assistance and cash-or-deferred arrangements.) |

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APPENDIX I

SELECTED BENEFITS DEFINITIONS

| <u>CODE</u> | <u>BENEFITS</u> | <u>DEFINITION</u> |
|--------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| L | Other | Those benefits not included in codes A – G, K, M and N. |
| M | Medicare | Employer contributions required under Federal Insurance Contributions Act for a system of federal reimbursement for medical care to certain eligible elderly and disabled individuals. |
| N | Cafeteria Plan - Administrative Costs | Fees paid to a third party administrator for a Cafeteria Plan. |

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APPENDIX J**

| |
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| Implementation Date: Fiscal Year 2005-06 July 1, 2005 |
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EQUAL EMPLOYMENT OPPORTUNITY (EEO) LINE NUMBERS

| <u>No.</u> | <u>Activity Assignment</u> | <u>No.</u> | <u>Activity Assignment</u> |
|------------|---------------------------------------------------------------------------------|------------|---------------------------------------------------------------|
| 01 | Superintendent | 28 | Secondary Classroom Teachers, 7-8 |
| 02 | Deputy, Assistant, Associate, Area Superintendent – Instructional | 29 | Secondary Classroom Teachers, 9-12 |
| 03 | Director, Supervisor, Coordinator - Instructional | 30 | Other Secondary Teachers |
| 04 | Official, Administrator, Manager - Instructional (Total, lines 01-03) | 31 | Secondary Classroom Teachers (Total, lines 28-30) |
| | | 32 | Exceptional Student Education Teachers |
| | | 33 | Other Teachers |
| 05 | Deputy, Assistant, Associate, Area Superintendent – Noninstructional | 34 | Guidance Counselors, Elementary |
| 06 | Director, Supervisor, Coordinator - Noninstructional | 35 | Guidance Counselors, Middle/Junior |
| 07 | Official, Administrator, Manager - Noninstructional (Total, lines 05-06) | 36 | Guidance Counselors, Senior High |
| | | 37 | Guidance Counselors, Other Type School |
| | | 38 | Career Specialist |
| | | 39 | Guidance (Total, lines 34-38) |
| 08 | Consultants, Supervisors of Instruction | 40 | Social Worker |
| 09 | Principal, Elementary | 41 | School Psychologist |
| 10 | Principal, Middle/Junior | 42 | Librarian/Audio-Visual |
| 11 | Principal, Senior High | 43 | Other Professional Staff – Nonadministrative/Instructional |
| 12 | Principal, Other Type School | 44 | Other Professional Staff – Nonadministrative/Noninstructional |
| 13 | Principals (Total, lines 09-12) | | |
| 14 | Assistant Principal, Elementary | 45 | Paraprofessionals, K-3 |
| 15 | Assistant Principal, Middle/Junior | 46 | Paraprofessionals, 4-12 |
| 16 | Assistant Principal, Senior High | 47 | Exceptional Student Ed Paraprofessionals |
| 17 | Assistant Principal, Other Type School | 48 | Other Aides |
| 18 | Assistant Principals (Total, lines 14-17) | 49 | Paraprofessionals/Aides (Total, lines 45-48) |
| 19 | Deans, Curriculum Coordinators, Registrars | 50 | Technicians |
| 20 | Community Education Coordinators | 51 | Administrative Support Workers |
| | | 52 | Service Workers |
| 21 | Prekindergarten Teachers | 53 | Skilled Crafts |
| 22 | Kindergarten Teachers | 54 | Laborers, Unskilled |
| 23 | Elementary Classroom Teachers, 1-3 | | |
| 24 | Elementary Classroom Teachers, 4-6 | 55 | Full-Time Employees (Total, lines 01-54) |
| 25 | Primary Education Specialists | | |
| 26 | Other Elementary Teachers | | |
| 27 | Elementary Teachers (Total, lines 21-26) | | |
| | | | Staff EEO Categories |
| | | 01-20 | Administrative Staff |
| | | 21-43 | Instructional Staff [21-33 for Teachers ONLY] |
| | | 44-54 | Support Staff |

A file containing the job codes and EEO line numbers is at NWRDC.

File Description: Job Code File

Dataset Name: DPS.DISTRICT.GU.F62056.Yxxxx

Record Format: DPS.DISTRICT.FORMAT.Yxxxx

An Excel version of the crosswalk for job codes and EEO line numbers is available from the Department.

2011-12 STAFF EDITS

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EDITS

FORMAT NUMBER

Records Processing on the DOE Staff Database

Staff Additional Job Assignments

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DB9 28x

Staff Fiscal Year Benefits

DB9 44x

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Staff Multidistrict Employee

DB9 29x

Staff Payroll Information

DB9 30x

Staff Professional Development

DB9 36x

Staff Salary Supplements

DB9 32x

Teacher Exit Interview

DB9 58x

RECORDS PROCESSING ON THE DOE STAFF INFORMATION DATA BASE

Records received from school districts are subjected to different categories of edits upon their receipt. These edits result in two kinds of detailed reports:

1. Initial Edit Reports,
2. State Validation/Exception Reports.

Initial Edit Reports

Initial Edit Reports contain the result of the first edits applied to the individual records received. The Initial Edit Reports include only the REJECT RULES as detailed in the following pages. Districts have access to these edit programs and are expected to apply the edits to their records prior to submission to the DOE for processing.

An example of this category of edit is the checking for valid codes for district number. A district number of 82 will not pass this category of edit and will result in omission of the record from the data base.

State Validation/Exception Reports

A second type of edit report is the State Validation/Exception Report. During the State Records Processing Cycle (generally, two weeks after the data are due), State Validation/Exception Edit Rules are applied to the records. In each case where an error condition is detected, State Validation/Exception edits list the records in error on the initial load of the file. Batch updates to the file, however, do not reject records based on the State Validation/Exception rules nor are they listed again.

An example of the State Validation/Exception Edit is each Staff Payroll Information record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year.

Edit Specifications

The edit specifications which follow are organized by reporting format and are subdivided into the categories discussed above: Reject Rules, State Validation Rules and Exception Reports. This document goes through each of the edits that are applied to records submitted for processing, defines and gives examples of what causes each error, and discusses actions districts may need to take to resolve additional problems created as a result of the initial error.

IN THE EXAMPLES, NOT ALL PARTS OF THE RECORD ARE SHOWN. DUE TO SPACE LIMITATIONS, ONLY THE AFFECTED PARTS OF THE RECORD ARE GIVEN. When reference is made to the "data base," it should be assumed that the reference is to the DOE Information Data Base files maintained at Northwest Regional Data Center.

Error Resolution

The process of error resolution on the DOE Information Data Base may require intervention by districts in several different ways. Although the net effect of the intervention is to correct the error in the specific record, several other factors may need to be taken into consideration when the district "corrects" the error. The single error may have created other situations which also need resolution.

During the edit process, the Transaction Codes for initial submission, updating of records, or deleting records from the data base will be as they always have been. That is, the Transaction Code of A will indicate an add to the data base, the Transaction Code of C will indicate a change to the data base while the Transaction Code of D will indicate a deletion from the data base. However, the Error File generated by the edits will have records with Transaction Codes created by the State which reflect the action taken on the record. See the table below which explains the Error File Transaction Codes generated by the State.

| Sending Transaction Code | Return Transaction Code on Initial and Batch | Explanation |
|-------------------------------------|-------------------------------------------------------------|-----------------------------|
| A | A | Added record |
| | X | Not added, duplicate record |
| C | C | Changed record |
| D | D | Deleted record |

In updating the errors using the batch update method, if a key field needs to be changed, the record in error must be deleted and re-submitted as an add to the data base. Key fields are listed on the front of each record format.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

1. **District Number must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base 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 data base, the district must correct the District Number and resubmit the record for processing.

2. **Social Security Number (SSN) must be numeric and greater than zero, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-**

EXAMPLE

Social Security Numbers of 0000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

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 data base, the district must correct the Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

- 3. Survey Period Code must be correct for the submission specified by the district and must be 2 or 3. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "2" and the records are coded as Survey Period Code "3". All updates, adds, or deletes that have this inconsistency are rejected.

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 data base, the district must correct the Survey Period either on the JCL or the records being submitted and resubmit the records for processing.

- 4. Fiscal Year must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

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 data base, the district must correct the Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

5. **School Number, Primary/Home must exist on the Master School Identification File as a valid active school in the district of submission. -record rejected-**

EXAMPLE

School Number, Primary/Home 0661 is submitted for District Number 01. Since this School Number, Primary/Home is not found on the Master School Identification File for district 01, the record would be rejected.

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 data base, the district must correct the School Number, Primary/Home and resubmit the record for processing.

6. **Job Code, Additional must equal one of the codes on the Job Code Assignments table as listed in Appendix E of the DOE Information Data Base Requirements: Volume II--Automated Staff Information System manual. -record rejected-**

EXAMPLE

The two records below would be rejected because the Job Code, Additional codes reported are not on the Job Code Assignment table.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Additional |
|-----------------|------------------------|--------------------|-------------|----------------------|
| * 03 | 123456789 | 2 | **** | 00000 |
| * 03 | 123456780 | 2 | **** | 51000 |

**** = 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 data base, the district must correct Job Code, Additional by reporting a valid number from the Job Code Assignments table and resubmit the records for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

7. Job Code FTE must be numeric and less than or equal to 100. If Job Code FTE is not equal to zero, then it must be greater than 004. -record rejected-

EXAMPLE

The two records below would be rejected due to incorrect Job Code FTE. In the first record, the Job Code FTE is not numeric. In the second record, the Job Code FTE is not less than 100.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Additional | Job Code FTE |
|--------------------|------------------------------|--------------------------|----------------|----------------------------|--------------------|
| * 03 | 123456789 | 2 | **** | 53007 | ZZZ |
| * 03 | 123456780 | 2 | **** | 51004 | 200 |

**** = 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 data base, the district must correct the Job Code FTE and resubmit the records for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

8. Each of the three Job Code Fund Source codes must be one of the following: B, C, E, O, G, R, S, M, N, P, Q, T, U or zero. -record rejected-

EXAMPLE

The two records below would be rejected due to incorrect Job Code Fund Source codes. In the first record, the code "Z" is not a valid code. In the second record, only the first of the three Job Code Fund Source codes is supplied and the last two are left blank.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code Fund Source |
|--------------------|------------------------------|--------------------------|----------------|----------------------------|
| * 03 | 123456789 | 2 | **** | Z050CO500000 |
| * 03 | 123456780 | 2 | **** | G100 |

**** = 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 data base, the district must correct the "Z" in the first record to be a valid code. In the second record, place zeros in the second and third Job Code Fund Source code positions if they are not needed to indicate additional Job Code Fund Source codes. Resubmit both records for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

9. Each of the three Job Code Fund Source percentages must be numeric and greater than or equal to zero. -record rejected-

EXAMPLE

The two records below would be rejected due to incorrect Job Code Fund Source percentages. In the first record, "Z's" rather than zeros are placed in the percentage positions. In the second record, only the first Job Code Fund Source percentage is included and the last two are left blank.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code Fund Source |
|--------------------|------------------------------|--------------------------|----------------|----------------------------|
| * 03 | 123456789 | 2 | **** | BZZZC0500000 |
| * 03 | 123456780 | 2 | **** | G100 |

**** = 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 data base, the district must, correct the Job Code Fund Source percentages by supplying the numeric percentage rather than "Z's" in the first record, and by reporting all three Job Code Fund Source percentages (using zeros if appropriate) in the second record. Resubmit the records for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

10. The Transaction Code must be A, C, or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified, then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D." To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A." Records with an incorrect Transaction Code would be rejected.

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 data base, the district must correct the Transaction Code and resubmit the record for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

11. Highly Qualified Paraprofessional code must be A, B, C, D, or Z. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Highly Qualified Paraprofessional are invalid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Highly Qualified Paraprofessional |
|--------------------|------------------------------|--------------------------|----------------|-----------------------------------------|
| 03 | 123456789 | 2 | **** | C |
| * 03 | 123456780 | 2 | **** | T |
| * 03 | 123456781 | 2 | **** | P |

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 data base, the district must correct the Highly Qualified Paraprofessional code and resubmit the records for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

12. Highly Qualified Paraprofessional code must be A, B, C, or D for Job Codes 51111, 51112 and 51113. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because the correct relationship does not exist between the Highly Qualified Paraprofessional code and the Job Code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Highly Qualified Paraprofessional |
|--------------------|------------------------------|--------------------------|----------------|-------------|-----------------------------------------|
| 03 | 123456789 | 2 | **** | 51112 | C |
| * 03 | 123456780 | 2 | **** | 51111 | Z |

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 data base, the district must correct the relationship between the Highly Qualified Paraprofessional code and the Job Code and resubmit the record for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

13. If the Highly Qualified Paraprofessional code is A, B, C, or D then the Job Code must begin with 51, 52, 53, 54, 55 or 59 -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because the correct relationship does not exist between the Highly Qualified Paraprofessional code and the Job Code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Highly Qualified Paraprofessional |
|--------------------|------------------------------|--------------------------|----------------|-------------|-----------------------------------------|
| 03 | 123456789 | 2 | **** | 51112 | C |
| * 03 | 123456780 | 2 | **** | 76024 | A |

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 data base, the district must correct the relationship between the Highly Qualified Paraprofessional and the Job Code and resubmit the record for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

14. Highly Qualified Paraprofessional code must be Z for Job Codes that place the employee on lines 21-33 of the Public Schools Staff Survey (EEO-5). -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because the correct relationship does not exist between the Highly Qualified Paraprofessional code and the Job Code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Highly Qualified Paraprofessional |
|--------------------|------------------------------|--------------------------|----------------|-------------|-----------------------------------------|
| 03 | 123456789 | 2 | **** | 51084 | Z |
| * 03 | 123456780 | 2 | **** | 52008 | B |

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 data base, the district must correct the relationship between the Highly Qualified Paraprofessional code and the Job Code and resubmit the record for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

- 30. At least one of the three Job Code Fund Source codes must be nonzero.
-record rejected-**

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record below would be rejected because each of the three Job Code Fund Source codes is zero.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Additional | Job Code FTE | Job Code Fund Source |
|--------------------|------------------------------|--------------------------|----------------|----------------------------|--------------------|-------------------------|
| * 03 | 123456789 | 2 | **** | 53007 | 050 | 000000000000 |
| 03 | 123456780 | 2 | **** | 51004 | 025 | G10000000000 |

**** = 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 records to be loaded to the data base, the district must correct the record so that a valid nonzero Job Code Fund Source code is reported in at least one of the three Job Code Fund Source code positions. Resubmit the record for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

31. Any one Job Code Fund Source code can appear only once on a Staff Additional Job Assignment record. For purposes of this edit, zero (used where there are fewer than three fund sources) is NOT treated as a Job Code Fund Source code. -record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record below would be rejected because the Job Code Fund Source "G" appears twice.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Additional | Job Code FTE | Job Code Fund Source |
|-----------------|------------------------|--------------------|-------------|----------------------|--------------|----------------------|
| * 03 | 123456789 | 2 | **** | 53007 | 050 | G050G0500000 |
| 03 | 123456780 | 2 | **** | 51004 | 025 | G10000000000 |

**** = 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 data base, the district must change the "G" Job Code Fund Source to another valid Job Code Fund Source or combine the percentages attributed to that Job Code Fund Source into the first four positions so that the Job Code Fund Source is not repeated within that record. Resubmit the record for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

32. The three Job Code Fund Source percentages on a Staff Additional Job Assignment record must add up to 100 percent. -record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record below would be rejected because the Job Code Fund Source percentages add up to 90 rather than to 100 percent.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Additional | Job Code FTE | Job Code Fund Source |
|--------------------|------------------------------|--------------------------|----------------|----------------------------|--------------------|-------------------------|
| * 03 | 123456789 | 2 | **** | 51073 | 050 | G050B0400000 |
| 03 | 123456780 | 2 | **** | 51004 | 025 | G10000000000 |

**** = 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 data base, the district must correct the Job Code Fund Source percentages so that they add up to 100 percent for that record and resubmit the record for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

33. Each Staff Additional Job Assignment record must be unique based on District Number, Social Security Number, Survey Period Code, Fiscal Year, and Job Code, Additional. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the key items (District Number; Social Security Number; Survey Period Code; Fiscal Year; and Job Code, Additional) duplicate the key items in the first record.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Additional |
|-----------------|------------------------|--------------------|-------------|----------------------|
| 03 | 123456789 | 2 | **** | 51080 |
| 03 | 123456780 | 2 | **** | 51004 |
| * 03 | 123456789 | 2 | **** | 51080 |

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

DISTRICT RESPONSIBILITY

If, in fact, the last record above should not have been submitted, the district would not have to take any action. The record was rejected. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of C rather than A.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

34. Job Code FTE may be equal to or greater than zero for temporary part-time employees, student employees and substitute teachers (Job Code, Additional codes equal to 51080, 52080, 53080, 54080, 55080 or 59080), but must be greater than zero for all other employees. -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fourth record below would be rejected because the Job Code FTE has zero FTE for a regular full-time employee.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Job Code Additional | Job Code FTE | Employee Type |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|---------------------------|--------------------|------------------|
| 03 | 123456782 | 2 | **** | 9001 | 61094 | 000 | ST |
| 03 | 123456789 | 2 | **** | 0481 | 51080 | 000 | TF |
| 03 | 123456780 | 2 | **** | 0481 | 51004 | 000 | TP |
| * 03 | 123456781 | 2 | **** | 0481 | 53007 | 000 | RF |

**** = 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 data base, the district must correct the Job Code FTE to be greater than zero for the regular full-time employee who is not a substitute teacher. Resubmit the record for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

35. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Staff Number Identifier, Local contains a symbol (@).

| District Number | Staff Number Identifier, Local |
|--------------------|-----------------------------------------|
| 01 | 0123456789 |
| 01 | ABC123DEF9 |
| 01 | 3001 28K |
| * 01 | 2121@xyz |

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 data base, the district must correct the Staff Number Identifier, Local and resubmit the record.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

36. The Staff Number Identifier, Local must not be identical to the Social Security Number. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other edit would cause its rejection. The second record would be rejected because the Staff Number Identifier, Local is the same as the Social Security Number.

| District Number | Social Security Number | Staff Number Identifier, Local |
|--------------------|------------------------------|-----------------------------------------|
| 01 | 123456789 | A000012537 |
| * 01 | 012345678 | 012345678 |

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 data base, the district must correct the Staff Number Identifier, Local or the Social Security Number and resubmit the record.

STAFF ADDITIONAL JOB ASSIGNMENTS - STATE VALIDATION RULES

50. Each Staff Additional Job Assignment record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-

EXAMPLE

The Staff Additional Job Assignment record below would not pass this edit because it has no matching Staff Demographic Information record (based on District Number, Social Security Number, Survey Period Code and Fiscal Year).

Staff Demographic Information records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home |
|-----------------|------------------------|--------------------|-------------|-----------------------------|
| 03 | 123456789 | 2 | **** | 0481 |
| 03 | 123456780 | 2 | **** | 0481 |

Staff Additional Job Assignment record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Job Code Additional | Job Code FTE |
|-----------------|------------------------|--------------------|-------------|-----------------------------|---------------------|--------------|
| * 03 | 123456781 | 2 | **** | 0481 | 53007 | 050 |

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

DISTRICT RESPONSIBILITY

The district must verify that the Staff Additional Job Assignment record is valid, then submit a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year.

STAFF ADDITIONAL JOB ASSIGNMENTS - STATE VALIDATION RULES

51. Each Staff Additional Job Assignment record must have at least one matching Staff Payroll record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-

EXAMPLE

The Staff Additional Job Assignment record below would not pass this edit because it has no matching Staff Payroll record based on the key items of District Number, Social Security Number, Survey Period Code, and Fiscal Year.

Staff Payroll records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Job Code, Primary | Job Code FTE |
|-----------------|------------------------|--------------------|-------------|-----------------------------|-------------------|--------------|
| 03 | 123456789 | 2 | **** | 0481 | 53007 | 050 |
| 03 | 123456780 | 2 | **** | 0481 | 53050 | 075 |

Staff Additional Job Assignment record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Job Code, Additional | Job Code FTE |
|-----------------|------------------------|--------------------|-------------|-----------------------------|----------------------|--------------|
| * 03 | 123456788 | 2 | **** | 0481 | 53013 | 050 |

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

DISTRICT RESPONSIBILITY

The district must verify that the Staff Additional Job Assignment record is valid, then submit a matching Staff Payroll record based on the key items of District Number, Social Security Number, Survey Period Code, and Fiscal Year.

STAFF ADDITIONAL JOB ASSIGNMENTS - STATE VALIDATION RULES

52. No Staff Additional Job Assignment record may have a matching Staff Payroll record where the employee's Job Code, Additional is the same as the employee's Job Code, Primary. -state validation 3-

EXAMPLE

The Staff Additional Job Assignment record listed below would not pass this edit because the Job Code, Additional is the same as the Job Code, Primary on the Staff Payroll record.

Staff Additional Job Assignment record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Job Code, Additional |
|-----------------|------------------------|--------------------|-------------|-----------------------------|----------------------|
| 03 | 123456781 | 2 | **** | 0481 | 53007 |

Staff Payroll record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Job Code, Primary |
|-----------------|------------------------|--------------------|-------------|-----------------------------|-------------------|
| * 03 | 123456781 | 2 | **** | 0481 | 53007 |

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

DISTRICT RESPONSIBILITY

The district must verify that the Staff Additional Job Assignment record is valid and correct the Job Code, Additional so that it is not identical to the Job Code, Primary.

STAFF ADDITIONAL JOB ASSIGNMENTS – EXCEPTION REPORTS

80. If the Job Code, Additional is 64021, 64022 or 64023, then one of the Job Code Fund Source codes should be R or S. –exception report-

EXAMPLE

The first record listed below would pass the edit. The second record would cause an error message to be generated because the Job Code, Additional is 64021 and none of the Job Code Fund Source codes is R or S.

Staff Additional Job Assignments record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Additional | Job Code Fund Source |
|--------------------|------------------------------|--------------------------|----------------|-------------------------|----------------------------|
| 61 | 123456789 | 2 | **** | 64023 | S050G0500000 |
| *61 | 123456780 | 2 | **** | 64021 | G10000000000 |

DISTRICT RESPONSIBILITY

The district should review the data for the second record to verify the entries for Job Code, Additional and Job Code Fund Source. If there is an error in the data the district should submit an update to the record.

STAFF BENEFITS - REJECT RULES

1. **District Number must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base 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 data base, the district must correct the District Number and resubmit the record for processing.

2. **Social Security Number (SSN) must be numeric and greater than zero, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-**

EXAMPLE

Social Security Numbers of 0000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

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 data base, the district must correct the Social Security Numbers by making them numeric, greater than zero, and left-justified. Resubmit the records for processing.

STAFF BENEFITS - REJECT RULES

- 3. Survey Period Code must be correct for the submission specified by the district and must be 2 or 3. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "2" and the records are coded as Survey Period Code "3". All updates, adds, or deletes that have this inconsistency are rejected.

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 data base, the district must correct the Survey Period Code either on the JCL or the records being submitted and resubmit the records for processing.

- 4. Fiscal Year must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

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 data base, the district must correct the Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

STAFF BENEFITS - REJECT RULES

5. **Selected Benefits, Type must be A, B, C, D, E, F, G, K, L, M, or N. -record rejected-**

EXAMPLE

The first and second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The third record below would be rejected because of an incorrect code for Selected Benefits, Type. The fourth record would be rejected because the Selected Benefits, Type code is blank.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Selected Benefits, Type |
|-----------------|------------------------|--------------------|-------------|-------------------------|
| 03 | 123456789 | 2 | **** | B |
| 03 | 123456781 | 3 | **** | F |
| * 03 | 123456780 | 2 | **** | W |
| * 03 | 123456788 | 3 | **** | |

**** = 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 data base, the district must correct the Selected Benefits, Type and resubmit the records for processing.

STAFF BENEFITS - REJECT RULES

6. Selected Benefits, Frequency code must be numeric, greater than zero, and less than or equal to 5200. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Selected Benefits, Frequency code is not numeric. The fourth record would be rejected because Selected Benefits, Frequency code has been left blank. The fifth record would be rejected because the Selected Benefits, Frequency code is not within the acceptable range.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Selected Benefits, Type | Selected Benefits, Frequency | Selected Benefits, Value |
|--------------------|------------------------------|--------------------------|----------------|-------------------------------|------------------------------------|--------------------------------|
| 03 | 123456789 | 2 | **** | B | 1200 | 00012500 |
| 03 | 123456780 | 2 | **** | C | 1200 | 00020250 |
| * 03 | 123456790 | 2 | **** | Z | ZZZZ | 00000000 |
| * 03 | 123456791 | 2 | **** | D | | 00013000 |
| * 03 | 123456798 | 2 | **** | M | 5530 | 00013000 |

**** = 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 data base, the district must correct the Selected Benefits, Frequency codes and resubmit the records for processing.

STAFF BENEFITS - REJECT RULES

7. **Selected Benefits, Value must be numeric and greater than zero. -record rejected-**

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record below would be rejected because the Selected Benefits, Value has been left blank. The fourth record would be rejected because the Selected Benefits, Value is not numeric.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Selected Benefits, Type | Selected Benefits, Frequency | Selected Benefits, Value |
|-----------------|------------------------|--------------------|-------------|-------------------------|------------------------------|--------------------------|
| 03 | 123456789 | 2 | **** | B | 1200 | 00012500 |
| 03 | 123456780 | 2 | **** | C | 1200 | 00005300 |
| * 03 | 123456790 | 2 | **** | Z | 0000 | |
| * 03 | 123456791 | 2 | **** | D | 1000 | ZZZZZZZZ |

**** = 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 data base, the district must correct the Selected Benefits, Value and resubmit the records for processing.

STAFF BENEFITS - REJECT RULES

8. The Transaction Code must be A, C, or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified, then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D." To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A." Records with an incorrect Transaction Code would be rejected.

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 data base, the district must correct the Transaction Code and resubmit the record for processing.

STAFF BENEFITS - REJECT RULES

9. Each Staff Benefits record must be unique based on District Number; Social Security Number; Survey Period Code; Fiscal Year; and Selected Benefits, Type code. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the key items (District Number; Social Security Number; Survey Period Code; Fiscal Year; and Selected Benefits, Type code) duplicate the key items in the first record.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Selected Benefits, Type | Selected Benefits, Frequency | Selected Benefits, Value |
|-----------------|------------------------|--------------------|-------------|-------------------------|------------------------------|--------------------------|
| 03 | 123456789 | 2 | **** | B | 1200 | 00012500 |
| 03 | 123456780 | 2 | **** | C | 1200 | 00020250 |
| * 03 | 123456789 | 2 | **** | B | 0800 | 00010250 |

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

DISTRICT RESPONSIBILITY

If, in fact, the third record above should not have been submitted, the district would not have to take any action. The record was rejected. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted for processing with a Transaction Code of "C" rather than "A."

STAFF BENEFITS - REJECT RULES

10. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Staff Number Identifier, Local contains a symbol (@).

| District Number | Staff Number Identifier, Local |
|--------------------|-----------------------------------------|
| 01 | 0123456789 |
| 01 | ABC123DEF9 |
| 01 | 3001 28K |
| * 01 | 2121 @xyz |

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 data base, the district must correct the Staff Number Identifier, Local and resubmit the record.

STAFF BENEFITS - REJECT RULES

11. The Staff Number Identifier, Local must not be identical to the Social Security Number. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other edit would cause its rejection. The second record would be rejected because the Staff Number Identifier, Local is the same as the Social Security Number.

| District Number | Social Security Number | Staff Number Identifier, Local |
|--------------------|------------------------------|-----------------------------------------|
| 01 | 123456789 | A000012537 |
| * 01 | 012345678 | 012345678 |

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 data base, the district must correct the Staff Number Identifier, Local or the Social Security Number and resubmit the record.

STAFF BENEFITS - REJECT RULES

12. If the Selected Benefits, Type code is A, then the amount of Selected Benefits, Value multiplied by the Selected Benefits, Frequency must not be greater than \$25,000. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Selected Benefits, Type code is A and the benefit amount obtained by multiplying Selected Benefits, Value by Selected Benefits, Frequency is greater than \$25,000.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Selected Benefits, Type | Selected Benefits, Frequency | Selected Benefits, Value |
|-----------------|------------------------|--------------------|-------------|-------------------------|------------------------------|--------------------------|
| 03 | 123456789 | 2 | **** | A | 1200 | 00012500 |
| 03 | 123456780 | 2 | **** | A | 1200 | 00020250 |
| * 03 | 123456789 | 2 | **** | A | 1200 | 00220050 |

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

DISTRICT RESPONSIBILITY

If, in fact, the third record above should not have been submitted, the district would not have to take any action; the record was rejected. However, if the record should have been submitted, then the district must correct the record and resubmit it for processing.

STAFF BENEFITS - STATE VALIDATION RULES

20. Each Staff Benefits record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-

EXAMPLE

The Staff Benefits record listed below would not pass this edit because there is no matching Staff Demographic Information record based on the key items of District Number, Social Security Number, Survey Period Code, and Fiscal Year.

Staff Demographic Information records

| District Number | Social Security Number | Survey Period Code | Fiscal Year |
|-----------------|------------------------|--------------------|-------------|
| 03 | 123456789 | 2 | **** |
| 03 | 123456780 | 2 | **** |

Staff Benefits records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Selected Benefits, Type | Selected Benefits, Frequency | Selected Benefits, Value |
|-----------------|------------------------|--------------------|-------------|-------------------------|------------------------------|--------------------------|
| * 03 | 123456781 | 2 | **** | B | 1200 | 00012500 |

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

DISTRICT RESPONSIBILITY

The district must verify that the Staff Benefits record is valid, then submit a Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

1. **District Number must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base 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 data base, the district must correct the District Number and resubmit the record for processing.

2. **Social Security Number (SSN) must be numeric and greater than zero, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-**

EXAMPLE

Social Security Numbers of 0000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

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 data base, the district must correct the Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

- 3. Survey Period Code must be correct for the submission specified by the district and must be 2, 3, 5 or 8. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "2" and the records are coded as Survey Period Code "3". All updates, adds, or deletes that have this inconsistency are rejected.

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 data base, the district must correct the Survey Period Code on the records coming in or in the JCL and resubmit the records for processing.

- 4. Fiscal Year must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

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 data base, the district must correct the Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

- 5. School Number, Primary/Home must exist on the Master School Identification File as a valid active school in the district of submission. -record rejected-**

EXAMPLE

School Number, Primary/Home 0661 is submitted for District Number 01. Since this School Number, Primary/Home is not found on the Master School Identification File for district 01, the record would be rejected.

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 data base, the district must correct the School Number, Primary/Home and resubmit the record for processing.

- 6. Florida Educators Certificate Number must be numeric, and in the range 0000000000-0000999998, 0001000000-0009999999, 0000999999 or 9999999999. This edit does not apply to Survey 8. record rejected-**

EXAMPLE

The following Florida Educators Certificate Number would cause the records to be rejected: 8888888888, (blank)123456. The first of these numbers is not within the acceptable range. The second number contains leading blanks instead of zeros.

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 data base, the district must correct the Florida Educators Certificate Numbers to be valid numbers and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

7. For the Employee Name, Legal; the Last Name cannot be blank. Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks. (Z-fill is not allowed.) -record rejected-

EXAMPLE

The two records below would be rejected because no valid Last Name was submitted.

| District Number | Social Security Number | School Number, Primary/Home | Florida Educators Certificate Number | Employee Name, Legal: Last Name | Employee Name, Legal: First Name |
|-----------------|------------------------|-----------------------------|--------------------------------------|---------------------------------|----------------------------------|
| * 03 | 123456789 | 0081 | 0000112233 | | Denise |
| * 03 | 123456780 | 0291 | 0000445566 | //////////////// | //////////////// |

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 data base, the district must correct the records by providing valid Last Names and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

8. For the Employee Name, Legal; the Appendage may be blank but must not include nondisplayable characters. Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks. -record rejected-

EXAMPLE

The two records below would be rejected because no valid Appendage was submitted.

| District Number | Social Security Number | School Number, Primary/ Home | Florida Educators Certificate Number | Employee Name, Legal: Appendage |
|-----------------|------------------------|------------------------------|--------------------------------------|---------------------------------|
| * 03 | 123456789 | 0081 | 0000112233 | (nondisplayable character) |
| * 03 | 123456780 | 0291 | 0000445566 | @ @ @ |

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 data base, the district must correct the records by including a valid Appendage and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

9. Birth Date must be numeric and a valid date. This edit does not apply to Survey
8. -record rejected-

EXAMPLE

The two records below would be rejected because the Birth Dates are not valid dates.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Florida Educators Certificate Number | Employee Name, Legal: Last Name | Birth Date |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-----------------------------------------------|---------------------------------------|---------------|
| * 03 | 123456789 | 2 | **** | 0081 | 0000112233 | Jones | 13151962 |
| * 03 | 123456780 | 2 | **** | 0291 | 0000445566 | Smith | 02301957 |

**** = 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 data base, the district must correct the Birth Dates to be valid dates and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

10. Gender code must be M or F. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The two records below would be rejected; the first because there is no code for Gender, the second because "Z" is not a valid code for Gender.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Florida Educators Certificate Number | Employee Name, Legal: Last Name | Gender |
|-----------------|------------------------|--------------------|-------------|-----------------------------|--------------------------------------|---------------------------------|--------|
| * 03 | 123456789 | 2 | **** | 0081 | 0000112233 | Jones | |
| * 03 | 123456780 | 2 | **** | 0291 | 0000445566 | Smith | Z |

**** = 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 data base, the district must correct the records by including valid Gender codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

12. Employment Date, Current Position must be numeric and a valid date which is prior to the current date unless Separation Date is prior to the Fiscal Year being reported, in which case, Employment Date, Current Position may be all zeros. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be rejected because of an invalid Employment Date, Current Position. The date is invalid because it is in the future. The second record would pass the edit.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Florida Educators Certificate Number | Employment Date, Current Position | Separation Date |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-----------------------------------------------|--------------------------------------------|--------------------|
| * 03 | 123456789 | 2 | **** | 0081 | 0000112233 | 08212099 | 0602**** |
| 03 | 123456780 | 2 | **** | 0291 | 0000445566 | 00000000 | 0115**** |

**** = 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 data base, the district must correct the Employment Date, Current Position and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

13. Employment Date, Continuous Employment must be numeric and a valid date which is prior to the current date unless Separation Date is prior to the Fiscal Year being reported, in which case, Employment Date, Continuous Employment may be all zeros. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be rejected because of an invalid Employment Date, Continuous Employment. The date is invalid because it is in the future. The second record would pass the edit.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Florida Educators Certificate Number | Employment Date, Continuous Employment | Separation Date |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-----------------------------------------------|-------------------------------------------------|--------------------|
| * 03 | 123456789 | 2 | **** | 0081 | 0000112233 | 08212099 | 0602**** |
| 03 | 123456780 | 2 | **** | 0291 | 0000445566 | 00000000 | 0115**** |

**** = 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 data base, the district must correct Employment Date, Continuous Employment and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

14. Employment Date, Original Position must be numeric and a valid date which is prior to the current date. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The two records below would be rejected because of an invalid Employment Date, Original Position. The first is invalid because it is in the future; the second because it is all zeros.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Florida Educators Certificate Number | Employment Date, Original Position |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-----------------------------------------------|---------------------------------------------|
| * 03 | 123456789 | 2 | **** | 0081 | 0000112233 | 08212099 |
| * 03 | 123456780 | 2 | **** | 0291 | 0000445566 | 00000000 |

**** = 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 data base, the district must correct Employment Date, Original Position and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

15. Separation Date must be numeric and a valid date which is prior to the current date, or it must be all zeros. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Separation Date is a future date. The third record would be rejected because Separation Date is not a valid calendar date.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Florida Educators Certificate Number | Separation Date |
|--------------------|------------------------------|--------------------------|----------------|-----------------------------------------------|--------------------|
| 03 | 123456788 | 5 | **** | 0000996096 | 00000000 |
| * 03 | 123456789 | 5 | **** | 0000112233 | 06162099 |
| * 03 | 123456780 | 5 | **** | 0000445566 | 0243**** |

**** = 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 data base, the district must correct the Separation Date and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**16. Separation Reason code must be A-O or Z. This edit does not apply to Survey 8.
-record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Separation Reason is not a valid code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Florida Educators Certificate Number | Separation Date | Separation Reason |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-----------------------------------------------|--------------------|----------------------|
| 03 | 123456788 | 5 | **** | 0081 | 0000967896 | 0701**** | L |
| * 03 | 123456789 | 5 | **** | 0081 | 0000112233 | 0701**** | S |

**** = 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 data base, the district must correct the Separation Reason and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

17. Job Code, Primary must equal one of the codes on the Job Code Assignments table as listed in Appendix E of the DOE Information Data Base Requirements: Volume II--Automated Staff Information System Manual. This edit does not apply to Survey 8.
-record rejected-

EXAMPLE

The two records below would be rejected due to an incorrect Job Code, Primary. The first record is incorrect because it is not a valid code from the Job Code Assignments table. The second record is incorrect because it is blank.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Florida Educators Certificate Number | Job Code, Primary |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-----------------------------------------------|----------------------|
| * 03 | 123456789 | 2 | **** | 0081 | 0000112233 | 55555 |
| * 03 | 123456780 | 2 | **** | 0291 | 0000445566 | |

**** = 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 data base, the district must correct the Job Code, Primary by reporting a valid number from the Job Code Assignments table and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

18. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified, then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

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 data base, the district must correct the Transaction Code and resubmit the record for processing.

19. Exempt from Public Records Law, Employee, must be Y or Z. -record rejected-

EXAMPLE

The two records below would be rejected either because the Exempt from Public Records Law, Employee code is left blank or because the code is not valid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Florida Educators Certificate Number | Employee Name, Legal: Last Name | Exempt From Public Records Law, Employee |
|-----------------|------------------------|--------------------|-------------|-----------------------------|--------------------------------------|---------------------------------|------------------------------------------|
| * 03 | 123456789 | 2 | **** | 0081 | 0000112233 | Jones | |
| * 03 | 123456780 | 2 | **** | 0291 | 0000445566 | Smith | X |

**** = 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 data base, the district must correct the Exempt from Public Records Law, Employee codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

1A. If Job Code, Primary = 71001 and Charter School Status is not C or R (located on the Master School Identification File), then School Number, Primary/Home must be 9001. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the School Number, Primary/Home is not valid for the Job Code, Primary.

| District Number | Social Security Number | Survey Period Code | School Number, Primary/Home | Fiscal Year | Job Code, Primary |
|--------------------|------------------------------|--------------------------|--------------------------------|----------------|----------------------|
| 03 | 123456789 | 2 | 9001 | **** | 71001 |
| * 03 | 123456780 | 2 | 0101 | **** | 71001 |

**** = 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 data base, the district must correct the School Number, Primary/Home or the Job Code, Primary and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

1B. Ethnicity code must be Y or N. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the code for Ethnicity is not a valid code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Ethnicity |
|--------------------|------------------------------|--------------------------|----------------|-----------|
| 03 | 123456789 | 2 | **** | N |
| * 03 | 123456780 | 2 | **** | Z |

**** = 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 data base, the district must correct the Ethnicity code and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

1C. Race: American Indian or Alaska Native; Race: Asian; Race: Black or African American; Race: Native Hawaiian or Other Pacific Islander, and Race: White must be Y or N. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the code for Race: Native Hawaiian or Other Pacific Islander is not a valid code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Ethnicity | Race: American Indian or Alaska Native |
|-----------------|------------------------|--------------------|-------------|-----------|----------------------------------------|
| 03 | 123456789 | 2 | **** | N | Y |
| * 03 | 123456780 | 2 | **** | Y | N |

| Social Security Number | Race: Asian | Race: Black or African American | Race: Native Hawaiian or Other Pacific Islander | Race: White |
|------------------------|-------------|---------------------------------|-------------------------------------------------|-------------|
| 123456789 | N | N | N | N |
| * 123456780 | N | Y | Z | N |

**** = 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 data base, the district must correct the code for Race: Native Hawaiian or Other Pacific Islander and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

1D. There must be a Y code for at least one of the Race data elements (Race: American Indian or Alaska Native, Race: Asian, Race: Black or African American, Race: Native Hawaiian or Other Pacific Islander and Race: White). This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because none of the Race data elements have a code of Y.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Ethnicity | Race: American Indian or Alaska Native |
|-----------------|------------------------|--------------------|-------------|-----------|----------------------------------------|
| 03 | 123456789 | 2 | **** | N | Y |
| * 03 | 123456780 | 2 | **** | Y | N |

| Social Security Number | Race: Asian | Race: Black or African American | Race: Native Hawaiian or Other Pacific Islander | Race: White |
|------------------------|-------------|---------------------------------|-------------------------------------------------|-------------|
| 123456789 | N | N | N | N |
| * 123456780 | N | N | N | N |

**** = 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 data base, the district must enter a Y code for one of the Race data elements (Race: American Indian or Alaska Native, Race: Asian, Race: Black or African American, Race: Native Hawaiian or Other Pacific Islander, or Race: White) and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

20. If Survey Period Code is 2 or 3, then Separation Date must be zeros. [This edit does not apply to Survey 8.] -record rejected-

EXAMPLE

The record listed below would be rejected because the Separation Date is not valid for the Survey Period reported. If the survey period is 2 or 3, then Separation Date must be all zeros.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Florida Educators Certificate Number | Separation Date |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-----------------------------------------------|--------------------|
| * 03 | 123456780 | 2 | **** | 0291 | 0000445566 | 1219**** |

**** = 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 data base, the district must correct the record to show all zeros in the Separation Date field. Resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

21. If Survey Period Code is 2 or 3, then Separation Reason code must be Z. [This edit does not apply to Survey 8]. –record rejected-

EXAMPLE

The record listed below would be rejected because the Separation Reason is not valid for the Survey Period reported. If the survey period is 2 or 3, then Separation Reason must be Z.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Florida Educators Certificate Number | Separation Date | Separation Reason |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-----------------------------------------------|--------------------|----------------------|
| * 03 | 123456789 | 2 | **** | 0081 | 0000112233 | 12192002 | A |

**** = 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 data base, the district must change the Separation Reason code to Z and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

- ➡ 22. Reading Endorsement, Competency 1 code must be Y, N, C, R, P, G or Z. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base 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 data base, the district must correct the Reading Endorsement, Competency 1 codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

23. Each Staff Demographic Information record must be unique based on District Number, Social Security Number, Survey Period Code, and Fiscal Year. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejections. The third record listed below would be rejected because the key items (District Number, Social Security Number, Survey Period Code and Fiscal Year) duplicate the key items in the first record.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Florida Educators Certificate Number | Job Code, Primary |
|-----------------|------------------------|--------------------|-------------|-----------------------------|--------------------------------------|-------------------|
| 03 | 123456789 | 5 | **** | 0081 | 0000112233 | 53002 |
| 03 | 123456780 | 2 | **** | 0291 | 0000445566 | 00000 |
| * 03 | 123456789 | 5 | **** | 0081 | 0000778899 | 51081 |

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

DISTRICT RESPONSIBILITY

If, in fact, the last record should not have been submitted, the district would take no action. The record was rejected. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of "C" rather than "A".

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

24. Employee Type code must be RF, RP, TF, TP, or ST. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The two records below would be rejected either because the Employee Type code is left blank or because the code is not valid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Job Code, Primary | Employee Type |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-------------------------|------------------|
| * 03 | 123456789 | 5 | **** | 0491 | 53007 | RT |
| * 03 | 123456780 | 5 | **** | 0481 | 51004 | |

**** = 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 data base, the district must correct the Employee Type codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

25. For the Employee Name, Legal; the First Name cannot be blank. Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks. (Z-fill is not allowed.) -record rejected-

EXAMPLE

The two records below would be rejected because no valid First Names were submitted.

| District Number | Social Security Number | School Number, Primary/Home | Florida Educators Certificate Number | Employee Name, Legal: Last Name | Employee Name, Legal: First Name |
|-----------------|------------------------|-----------------------------|--------------------------------------|---------------------------------|----------------------------------|
| * 03 | 123456789 | 0081 | 0000112233 | Jones | |
| * 03 | 123456780 | 0291 | 0000445566 | Smith-Jones | //////////////// |

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 data base, the district must correct the records by including valid First Names and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

26. For the Employee Name, Legal; Middle/Maiden Name or Initial may be blank but may not include nondisplayable characters. Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records listed below would be rejected because no valid Employee Name, Legal; Middle/Maiden Name or Initial was submitted.

| District Number | Social Security Number | Florida Educators Certificate Number | Employee Name, Legal: Last Name | Employee Name, Legal: First Name | Employee Name, Legal: Middle/Maiden Name or Initial |
|-----------------|------------------------|--------------------------------------|---------------------------------|----------------------------------|-----------------------------------------------------|
| 03 | 123456788 | 0000112234 | Smith | Susan | |
| * 03 | 123456789 | 0000112233 | Jones | Mary | (nondisplayable character) |
| * 03 | 123456780 | 0000445566 | Smith-Jones | Rashanda | @ @ @ @ @ @ @ |

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 data base, the district must correct the records by including a valid Middle/Maiden Name or Initial and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

27. The Degree/Credential Earned code must be C, A, B, M, S, D, or Z. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records listed below would be rejected because Degree/Credential Earned is either invalid or it was left blank.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Degree/ Credential Earned |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|---------------------------------|
| 03 | 123456789 | 2 | **** | 0081 | M |
| * 03 | 123456790 | 2 | **** | 0081 | P |
| * 03 | 123456791 | 2 | **** | 0081 | |

**** = 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 data base, the district must correct Degree/Credential Earned by reporting a valid code and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

28. If Survey Period Code is 2 or 3, then Days Absent, Personal Leave must be 000. If Survey Period Code is 5, then Days Absent, Personal Leave must be numeric and less than or equal to 180 or it must be 999, unless District Number is 71. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Absent, Personal Leave is greater than 180.

| District Number | Social Security Number | Days Absent, Personal Leave |
|--------------------|------------------------------|--------------------------------------|
| 16 | 123456789 | 002 |
| * 16 | 123456780 | 205 |

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 data base, the district must correct the Days Absent, Personal Leave so that it is in the range 000 to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

29. If Survey Period Code is 2 or 3, then Days Absent, Sick Leave must be 000. If Survey Period Code is 5, then Days Absent, Sick Leave must be numeric and less than or equal to 180 or it must be 999, unless District Number is 71. This edit does not apply to Survey 8 -record rejected-

EXAMPLE

The first record below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Absent, Sick Leave is greater than 180.

| District Number | Social Security Number | Days Absent, Sick Leave |
|--------------------|------------------------------|----------------------------------|
| 16 | 123456789 | 002 |
| * 16 | 123456780 | 195 |

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 data base, the district must correct the Days Absent, Sick Leave so that it is in the range 000 to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2A. If Survey Period Code is 2 or 3, then Days Absent, Temporary Duty Elsewhere must be 000. If Survey Period Code is 5, then Days Absent, Temporary Duty Elsewhere must be numeric and less than or equal to 180 or it must be 999, unless District Number is 71. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Absent, Temporary Duty Elsewhere is greater than 180.

| District Number | Social Security Number | Days Absent, Temporary Duty Elsewhere |
|--------------------|------------------------------|------------------------------------------------|
| 16 | 123456789 | 002 |
| * 16 | 123456780 | 210 |

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 data base, the district must correct the Days Absent, Temporary Duty Elsewhere so that it is in the range 000 to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2B. If Survey Period Code is 2 or 3, then Days Absent, Other must be 000. If Survey Period Code is 5, then Days Absent, Other must be numeric and less than or equal to 180 or it must be 999, unless District Number is 71. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Absent, Other is blank.

| District Number | Social Security Number | Days Absent, Other |
|--------------------|------------------------------|--------------------------|
| 16 | 123456789 | 002 |
| * 16 | 123456780 | |

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 data base, the district must correct the Days Absent, Other so that it is in the range 000 to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2C. If Survey Period Code is 2 or 3, then Days Present must be 000. If Survey Period Code is 5, then Days Present must be numeric and less than or equal to 180 or it must be 999, unless District Number is 71. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Present is greater than 180.

| District Number | Social Security Number | Days Present |
|--------------------|------------------------------|-----------------|
| 16 | 123456789 | 002 |
| * 16 | 123456780 | 210 |

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 data base, the district must correct the Days Present so that it is in the range 000 to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2D. The number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other added together must be in the range zero through 180 or all of these must be 999, unless District Number is 71. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first two records below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other add to 181.

| District Number | Social Security Number | Days Present | Days Absent, Personal Leave | Days Absent, Sick Leave | Days Absent, Temporary Duty Elsewhere | Days Absent, Other |
|-----------------|------------------------|--------------|-----------------------------|-------------------------|---------------------------------------|--------------------|
| 16 | 123456789 | 169 | 003 | 006 | 002 | 000 |
| 16 | 123456788 | 000 | 000 | 000 | 000 | 000 |
| * 16 | 123456780 | 170 | 005 | 004 | 002 | 000 |

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 data base, the district must correct the record so that the number of days present plus days absent added together are in the range zero to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2E. If Separation Date falls within the Fiscal Year being reported, then Separation Reason code must not be Z. This edit does not apply to Survey 8. –record rejected-

EXAMPLE

The first record would pass this edit. The second record below would not pass this edit because a Separation Date within the Fiscal Year being reported has a Separation Reason code of Z.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Separation Date | Separation Reason |
|--------------------|------------------------------|--------------------------|----------------|--------------------|----------------------|
| 03 | 0123456789 | 5 | **** | 0701**** | A |
| * 03 | 0123456780 | 5 | **** | 0701**** | Z |

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

DISTRICT RESPONSIBILITY

For the second record, the district should correct the Separation Reason code by changing it to a valid non-Z code or change the Separation Date to zeros if the employee has not separated from the school district or a valid date prior to the Fiscal Year being reported and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2F. If Separation Reason code is not Z, then Separation Date must be greater than zero. This edit does not apply to Survey 8. –record rejected-

EXAMPLE

The first record would pass this edit. The second record below would not pass this edit because it has a Separation Reason code but no Separation Date.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Separation Date | Separation Reason |
|--------------------|------------------------------|--------------------------|----------------|--------------------|----------------------|
| 03 | 0123456789 | 5 | **** | 0701**** | A |
| * 03 | 0123456788 | 5 | **** | 00000000 | A |

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

DISTRICT RESPONSIBILITY

For the second record, the district should correct the Separation Date to be a valid date greater than zero or change the Separation Reason to Z if the employee has not separated from the school district and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2G. If any of the six Reading Endorsement, Competency codes = Z, then all the codes for Reading Endorsement, Competency must be Z. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base 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 another Reading Endorsement, Competency (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 | C |

**** 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 data base, the district must correct the Reading Endorsement, Competency 1 or 4 codes (and any of the others) 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

2H. Highly Qualified Paraprofessional code must be A, B, C, D, or Z. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Highly Qualified Paraprofessional are invalid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Highly Qualified Paraprofessional |
|--------------------|------------------------------|--------------------------|----------------|-----------------------------------------|
| 03 | 123456789 | 2 | **** | C |
| * 03 | 123456780 | 2 | **** | T |
| * 03 | 123456781 | 2 | **** | P |

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 data base, the district must correct the Highly Qualified Paraprofessional code and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2I. Highly Qualified Paraprofessional code must be A, B, C, or D for Job Codes 51111, 51112 and 51113. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because the correct relationship does not exist between the Highly Qualified Paraprofessional code and the Job Code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Highly Qualified Paraprofessional |
|--------------------|------------------------------|--------------------------|----------------|-------------|-----------------------------------------|
| 03 | 123456789 | 2 | **** | 51112 | C |
| * 03 | 123456780 | 2 | **** | 51111 | Z |

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 data base, the district must correct the relationship between the Highly Qualified Paraprofessional code and the Job Code and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2J. If Survey Period is 2 or 3 and the Highly Qualified Paraprofessional code is A, B, C, or D then the Job Code must begin with 51, 52, 53, 54, 55 or 59. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because the correct relationship does not exist between the Highly Qualified Paraprofessional code and the Job Code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Highly Qualified Paraprofessional |
|--------------------|------------------------------|--------------------------|----------------|-------------|-----------------------------------------|
| 03 | 123456789 | 2 | **** | 51112 | C |
| * 03 | 123456780 | 2 | **** | 76024 | A |

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 data base, the district must correct the relationship between the Highly Qualified Paraprofessional and the Job Code and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2K. If Survey Period is 2 or 3, then the Highly Qualified Paraprofessional code must be Z for Job Codes that place the employee on lines 21-33 of the Public Schools Staff Survey (EEO-5). -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because the correct relationship does not exist between the Highly Qualified Paraprofessional code and the Job Code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Highly Qualified Paraprofessional |
|--------------------|------------------------------|--------------------------|----------------|-------------|-----------------------------------------|
| 03 | 123456789 | 2 | **** | 51084 | Z |
| * 03 | 123456780 | 2 | **** | 52008 | B |

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 data base, the district must correct the relationship between the Highly Qualified Paraprofessional code and the Job Code and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

➔ **2L. Reading Endorsement, Competency 2 code must be Y, N, C, R, P, G or Z. This edit does not apply to Survey 8. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base 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 data base, the district must correct the Reading Endorsement, Competency 2 codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

➡ **2M. Reading Endorsement, Competency 3 code must be Y, N, C, R, P, G or Z. This edit does not apply to Survey 8. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base 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 data base, the district must correct the Reading Endorsement, Competency 3 codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

➔ **2N. Reading Endorsement, Competency 4 code must be Y, N, C, R, P, G or Z. This edit does not apply to Survey 8. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base 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 data base, the district must correct the Reading Endorsement, Competency 4 codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

20. If any of the six Reading Endorsement, Competency codes = P, then all the codes for Reading Endorsement, Competency must be P. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base 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 P and the code for another Reading Endorsement, Competency (Competency 4) is not P.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Reading Endorsement, Competency 1 | Reading Endorsement, Competency 4 |
|--------------------|------------------------------|--------------------------|----------------|-----------------------------------------|-----------------------------------------|
| 03 | 123456789 | 2 | **** | P | P |
| * 03 | 123456780 | 2 | **** | P | Y |
| * 03 | 123456781 | 2 | **** | P | C |

**** 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 data base, the district must correct the Reading Endorsement, Competency 1 or 4 codes (and any of the others) so that either all or none of the Reading Endorsement, Competency codes are P and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

➡ **2P. Reading Endorsement, Competency 5 code must be Y, N, C, R, P, G or Z. This edit does not apply to Survey 8. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base 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 data base, the district must correct the Reading Endorsement, Competency 5 codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

➡ **2Q. Reading Endorsement, Competency 6 code must be Y, N, C, R, P, G or Z. This edit does not apply to Survey 8. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base 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 6 are invalid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Reading Endorsement, Competency 6 |
|--------------------|------------------------------|--------------------------|----------------|-----------------------------------------|
| 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 data base, the district must correct the Reading Endorsement, Competency 6 codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2R. If any of the six Reading Endorsement, Competency codes = C, then all the codes for Reading Endorsement, Competency must be C. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base 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 C and the code for another Reading Endorsement, Competency (Competency 4) is not C.

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

**** 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 data base, the district must correct the Reading Endorsement, Competency 1 or 4 codes (and any of the others) so that either all or none of the Reading Endorsement, Competency codes are C and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2S. If any of the six Reading Endorsement, Competency codes = R, then all the codes for Reading Endorsement, Competency must be R. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base 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 another Reading Endorsement, Competency (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 | C |

**** 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 data base, the district must correct the Reading Endorsement, Competency 1 or 4 codes (and any of the others) so that either all or none of the Reading Endorsement, Competency codes are R and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2T. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Staff Number Identifier, Local contains a symbol (@).

| District Number | Staff Number Identifier, Local |
|--------------------|-----------------------------------------|
| 01 | 0123456789 |
| 01 | ABC123DEF9 |
| 01 | 3001 28K |
| * 01 | 2121@xyz |

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 data base, the district must correct the Staff Number Identifier, Local and resubmit the record.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2U. The Staff Number Identifier, Local must not be identical to the Social Security Number. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other edit would cause its rejection. The second record would be rejected because the Staff Number Identifier, Local is the same as the Social Security Number.

| District Number | Social Security Number | Staff Number Identifier, Local |
|--------------------|------------------------------|-----------------------------------------|
| 01 | 123456789 | A000012537 |
| * 01 | 012345678 | 012345678 |

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 data base, the district must correct the Staff Number Identifier, Local or the Social Security Number and resubmit the record.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2V. If Separation Reason code is A-O, then Employee type must be RF or RP. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Separation Reason code is A-O but the Employee Type is TF.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Employee Type | Separation Date | Separation Reason |
|-----------------|------------------------|--------------------|-------------|-----------------------------|---------------|-----------------|-------------------|
| 03 | 123456788 | 5 | **** | 0081 | RF | 0701**** | L |
| * 03 | 123456789 | 5 | **** | 0081 | TF | 0701**** | S |

**** = 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 data base, the district must correct the relationship between the Separation Reason and the Employee Type and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2W. If the employee's Job Code, Primary places the employee on lines 44-54, inclusive, of the Public Schools Staff Survey – EEO-5, then the Degree/Credential Earned code must be Z. This edit does not apply to Survey Period 8. –record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records listed below would be rejected because the Job Code, Primary falls on lines 44-54 of the Public Schools Staff Survey – EEO-5 and the Degree/Credential Earned is not Z.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Primary | Degree/Credential Earned |
|-----------------|------------------------|--------------------|-------------|-------------------|--------------------------|
| 03 | 123456789 | 2 | **** | 51101 | Z |
| * 03 | 123456790 | 2 | **** | 65022 | M |
| * 03 | 123456791 | 2 | **** | 75094 | B |

**** = 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 data base, the district must correct the Degree/Credential Earned code or the Job Code, Primary and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2X. If Survey Period Code is 2 or 3, then School Principal certification Program code must be Z. If Survey Period Code is 5, then School Principal Certification Program must be A, B, C, D or Z. This edit does not apply to Survey 8. –record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for School Principal Certification Program are invalid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Principal Certification Program |
|--------------------|------------------------------|--------------------------|----------------|-------------------------------------------------|
| 03 | 123456789 | 5 | **** | C |
| * 03 | 123456780 | 5 | **** | P |
| * 03 | 123456781 | 5 | **** | E |

**** = 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 data base, the district must correct the School Principal Certification Program and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2Y. If the School Principal Certification Program is A-D, then the employee's Job Code must place the employee on lines 1-43, inclusive, of the Public Schools Staff Survey – EEO-5. This edit does not apply to Survey 8. –record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the School Principal Certification Program code for the Job Code, Primary is not a valid code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Principal Certification Program | Job Code, Primary |
|--------------------|------------------------------|--------------------------|----------------|-------------------------------------------------|-------------------------|
| 03 | 123456789 | 5 | **** | C | 51058 |
| * 03 | 123456780 | 5 | **** | B | 51082 |
| 03 | 123456790 | 5 | **** | A | 73017 |

**** = 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 data base, the district must correct the School Principal Certification Program code or Job Code, Primary and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

- ➔ **2Z. If any of the six Reading Endorsement, Competency codes = G, then all the codes for Reading Endorsement, Competency must be G. This edit does not apply to Survey 8. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base 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 G and the code for another Reading Endorsement, Competency (Competency 4) is not G.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Reading Endorsement, Competency 1 | Reading Endorsement, Competency 4 |
|--------------------|------------------------------|--------------------------|----------------|-----------------------------------------|-----------------------------------------|
| 03 | 123456789 | 2 | **** | G | G |
| * 03 | 123456780 | 2 | **** | G | Y |
| * 03 | 123456781 | 2 | **** | G | C |

**** 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 data base, the district must correct the Reading Endorsement, Competency 1 or 4 codes (and any of the others) so that either all or none of the Reading Endorsement, Competency codes are G and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

30. If Survey Period Code is 2 or 3, each Staff Demographic Information record must have a matching Staff Payroll record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. If Survey Period Code is 5, each Staff Demographic Information record must have a matching Staff Fiscal Year Salaries, or Staff Fiscal Year Benefits format based on District Number, Social Security number, Survey Period Code, and Fiscal Year. This edit does not apply to Survey 8. -state validation 3-

EXAMPLE

The first Staff Demographic Information record listed below would not pass this edit because there is not a matching Staff Payroll Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. The second Staff Demographic Information record would pass this edit.

Staff Demographic Information record

| District Number | Social Security Number | Survey Period Code | Fiscal Year |
|-----------------|------------------------|--------------------|-------------|
| * 03 | 123456789 | 2 | **** |
| 03 | 454567858 | 2 | **** |

Staff Payroll Information record

| District Number | Social Security Number | Survey Period Code | Fiscal Year |
|-----------------|------------------------|--------------------|-------------|
| 03 | 454567858 | 2 | **** |

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

DISTRICT RESPONSIBILITY

The district must verify that the Staff Demographic Information record is valid, then submit a matching Staff Payroll record based on District Number, Social Security Number, Survey Period Code and Fiscal Year.

STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

31. If Survey Period is 5 and Employment Status Code is A or P, and the sum of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other is between 100 and 180 inclusive, then the sum of Fiscal Year Salary on all Staff Fiscal Year Salaries format records for the employee must be greater than \$18,000. The following fields should be used in matching the records: District Number, Social Security Number, Survey Period Code and Fiscal Year. –state validation 3-

EXAMPLE

The second employee below would not pass this edit because the sum of Days Present and all Days Absent elements is between 100 and 180 and the Fiscal Year Salary is less than \$18,000.

Staff Demographic Information records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Days Present | Days Absent Personal Leave | Days Absent Sick Leave | Days Absent Temp Duty Elsewhere | Days Absent Other |
|-----------------|------------------------|--------------------|-------------|--------------|----------------------------|------------------------|---------------------------------|-------------------|
| 03 | 123456781 | 5 | **** | 174 | 3 | 2 | 0 | 1 |
| * 03 | 123456792 | 5 | **** | 136 | 8 | 30 | 0 | 0 |

Staff Fiscal Year Salaries record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Fiscal Year Salary | Employment Status Code |
|-----------------|------------------------|--------------------|-------------|--------------------|------------------------|
| 03 | 123456781 | 5 | **** | 003568900 | A |
| 03 | 123456792 | 5 | **** | 000558500 | P |

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

DISTRICT RESPONSIBILITY

The district must review the information on the Staff Fiscal Year Salaries and Staff Demographic Information records and update the record that is in error to reflect the correct relationship in the edit.

STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

32. If Survey Period is 2 or 3, Job Code, Primary on the Staff Demographic Information record must match at least one Job Code, Primary on the matching Staff Payroll Information records. This edit does not apply to Survey 8. -state validation 3-

EXAMPLE

The Staff Demographic Information record below would not pass this edit because the Job Code, Primary does not match the Job Code, Primary on the matching Staff Payroll Information record.

Staff Demographic Information Record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Primary |
|--------------------|------------------------------|--------------------------|----------------|-------------------------|
| * 03 | 123456789 | 2 | **** | 54001 |

Staff Payroll Information Record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Primary |
|--------------------|------------------------------|--------------------------|----------------|-------------------------|
| 03 | 123456789 | 2 | **** | 51071 |

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

DISTRICT RESPONSIBILITY

The district must correct the Job Code, Primary on the Staff Demographic Information record or the Staff Payroll Information record so that they are the same and reflect the actual job the employee held.

STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

33. If the Title I School-Wide code on any of the matching Staff Fiscal Year Salaries records = C, then the Highly Qualified Paraprofessional code on the Staff Demographic record must be A, B, C or D. The match should be done using the following fields: District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-

EXAMPLE

The second Staff Demographic Information record listed below would not pass this edit because the Title I School-Wide code is C and the Highly Qualified Paraprofessional code is not A, B, C or D.

Staff Demographic Information records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code Primary | Highly Qualified Paraprofessional |
|-----------------|------------------------|--------------------|-------------|------------------|-----------------------------------|
| 03 | 123456789 | 5 | **** | 51104 | B |
| * 03 | 123456780 | 5 | **** | 51057 | Z |

Staff Fiscal Year Salaries record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Title I School-Wide |
|-----------------|------------------------|--------------------|-------------|----------|---------------------|
| 03 | 123456780 | 5 | **** | 51112 | C100 |
| 03 | 123456780 | 5 | **** | 51057 | Z000 |

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

DISTRICT RESPONSIBILITY

The district must review the information on the two records and correct the Highly Qualified Paraprofessional code or the Title I School-Wide code so that the proper relationship exists between these codes.

STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

34. If the Job Code on any of the matching Staff Fiscal Year Salaries records is 51111, 51112 or 51113 and the Title I Targeted Assistance code is C, then the Highly Qualified Paraprofessional code on the Staff Demographic record must be A, B, C or D. The match should be done using the following fields: District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-

EXAMPLE

The second Staff Demographic Information record listed below would not pass this edit because the Highly Qualified Paraprofessional code is not A, B, C or D.

Staff Demographic Information records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code Primary | Highly Qualified Paraprofessional |
|-----------------|------------------------|--------------------|-------------|------------------|-----------------------------------|
| 03 | 123456789 | 5 | **** | 51113 | B |
| *03 | 123456780 | 5 | **** | 51058 | Z |

Staff Fiscal Year Salaries records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Title I Targeted Assistance |
|-----------------|------------------------|--------------------|-------------|----------|-----------------------------|
| 03 | 123456780 | 5 | **** | 51058 | Z000 |
| 03 | 123456780 | 5 | **** | 51111 | C100 |

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

DISTRICT RESPONSIBILITY

The district must review the information on the Staff Fiscal Year Salaries and Staff Demographic Information records and update the record that is in error to reflect the correct relationship in the edit.

STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

35. If the Migrant Regular School Year code on any of the matching Staff Fiscal Year Salaries records = C, then the Highly Qualified Paraprofessional code on the Staff Demographic record must be A, B, C or D. The match should be done using the following fields: District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-

EXAMPLE

The second Staff Demographic Information record listed below would not pass this edit because the Migrant Regular School Year code is C and the Highly Qualified Paraprofessional code is not A, B, C or D.

Staff Demographic Information records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code Primary | Highly Qualified Paraprofessional |
|-----------------|------------------------|--------------------|-------------|------------------|-----------------------------------|
| 03 | 123456789 | 5 | **** | 51104 | B |
| * 03 | 123456780 | 5 | **** | 51057 | Z |

Staff Fiscal Year Salaries record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Migrant Regular School Year |
|-----------------|------------------------|--------------------|-------------|----------|-----------------------------|
| 03 | 123456780 | 5 | **** | 51112 | C100 |
| 03 | 123456780 | 5 | **** | 51057 | Z000 |

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

DISTRICT RESPONSIBILITY

The district must review the information on the two records and correct the Highly Qualified Paraprofessional code or the Migrant Regular School Year code so that the proper relationship exists between these codes.

STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

36. If the Migrant Summer code on any of the matching Staff Fiscal Year Salaries records = C, then the Highly Qualified Paraprofessional code on the Staff Demographic record must be A, B, C or D. The match should be done using the following fields: District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-

EXAMPLE

The second Staff Demographic Information record listed below would not pass this edit because the Migrant Summer code is C and the Highly Qualified Paraprofessional code is not A, B, C or D.

Staff Demographic Information records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code Primary | Highly Qualified Paraprofessional |
|-----------------|------------------------|--------------------|-------------|------------------|-----------------------------------|
| 03 | 123456789 | 5 | **** | 51104 | B |
| * 03 | 123456780 | 5 | **** | 51057 | Z |

Staff Fiscal Year Salaries record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Migrant Summer |
|-----------------|------------------------|--------------------|-------------|----------|----------------|
| 03 | 123456780 | 5 | **** | 51112 | C100 |
| 03 | 123456780 | 5 | **** | 51057 | Z000 |

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

DISTRICT RESPONSIBILITY

The district must review the information on the two records and correct the Highly Qualified Paraprofessional code or the Migrant Summer code so that the proper relationship exists between these codes.

STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

38. For Survey Period Code 2 or 3, if the employee's Job Code, Primary on the Staff Demographic Information format places the employee on lines 21-33, inclusive, of the Public Schools Staff Survey – EEO-5, excluding substitute teachers (Job Code, Primary code equal to 51080, 52080, 53080, 54080, 55080 or 59080) and the Employee Type is RF or TF, then the employee must have at least one Staff Experience record with an Experience Type of C, at least one record with an Experience Type of D and at least one record with an Experience Type of F . The following fields should be used in matching the records: District Number, Social Security Number, Survey Period Code and Fiscal Year. –state validation 3-

EXAMPLE

The second employee below would not pass this edit because there is no Staff Experience record with an Experience Type code of C reported.

Staff Demographic Information records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Primary |
|-----------------|------------------------|--------------------|-------------|-------------------|
| 03 | 123456781 | 2 | **** | 51051 |
| * 03 | 123456792 | 2 | **** | 51028 |

Staff Experience records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Experience Type | Experience Length |
|-----------------|------------------------|--------------------|-------------|-----------------|-------------------|
| 03 | 123456781 | 2 | **** | C | 01 |
| 03 | 123456781 | 2 | **** | D | 05 |
| 03 | 123456781 | 2 | **** | F | 05 |
| * 03 | 123456792 | 2 | **** | D | 06 |
| * 03 | 123456792 | 2 | **** | F | 09 |

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

DISTRICT RESPONSIBILITY

The district must review the staff member's experience and submit an additional Staff Experience record with an Experience Type code of C for this employee.

STAFF DEMOGRAPHIC INFORMATION – AGGREGATE VALIDATION RULES

40. For each active school on the Master School Identification (MSID) file for the district, the number of Staff Demographic Information records must be greater than zero. This edit does not apply to Survey 8. –aggregate validation edit-

Note: An error message will be printed on the validation report for schools that do not meet the aggregate validation edit above.

EXAMPLE

School 0351 is an active school for district number 80 on the MSID file. There are no demographic records for this school on the Staff Database table.

An aggregate edit error message is generated for school 0351 on the validation report indicating that the school failed this aggregate validation edit.

DISTRICT RESPONSIBILITY

The district must submit Staff Demographic Information records (in addition to other required Staff Reporting formats) for this school.

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

50. If District Number is not 71-75 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 | 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 DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

51. If Separation Date is not zero then it must be greater than or equal to Employment Date, Current Position; Employment Date, Continuous Employment; and Employment Date, Original Position. This edit does not apply to Survey 8. -exception report-

EXAMPLE

The second record below would cause an error message to be generated because the Separation Date is prior to the Employment Date, Current Position.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Separation Date | Employment Date, Current Position |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|--------------------|--------------------------------------------|
| 03 | 123456789 | 5 | **** | 0081 | 00000000 | 08212000 |
| * 03 | 123456780 | 5 | **** | 0291 | 0813**** | 0821**** |

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

DISTRICT RESPONSIBILITY

The district should verify the Separation Date; Employment Date, Current Position; Employment Date, Continuous Employment; and Employment Date, Original Position and correct if in error.

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

52. If Separation Date is in the current Fiscal Year being reported or is zeroes, then Employment Date, Current Position must be greater than or equal to Employment Date, Continuous Employment and Employment Date, Original Position. This edit does not apply to Survey 8. -exception report-

EXAMPLE

The second record below would cause an error message to be generated because the Employment Date, Current Position code is not greater than the Employment Date, Continuous Employment code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Employment Date, Continuous Employment | Employment Date, Current Position | Separation Date |
|--------------------|------------------------------|--------------------------|----------------|-------------------------------------------------|--------------------------------------------|--------------------|
| 03 | 123456789 | 5 | **** | 08211997 | 08211997 | 0602**** |
| * 03 | 123456780 | 5 | **** | 08211999 | 08211997 | 00000000 |

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

DISTRICT RESPONSIBILITY

The district should verify the Employment Date, Current Position; Employment Date, Continuous Employment and Employment Date, Original Position and correct if in error.

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

53. If Separation Date is in the current Fiscal Year being reported or is zeroes, then Employment Date, Continuous Employment must be greater than or equal to the Employment Date, Original Position. This edit does not apply to Survey 8. -exception report-

EXAMPLE

The second record below would cause an error message to be generated because the Employment Date, Continuous Employment is prior to the Employment Date, Original Position.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Employment Date, Original Position | Employment Date, Continuous Employment | Separation Date |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------------|-------------------------------------------------|--------------------|
| 03 | 123456789 | 5 | **** | 08191992 | 08211994 | 06022003 |
| * 03 | 123456780 | 5 | **** | 08211997 | 08211993 | 00000000 |

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

DISTRICT RESPONSIBILITY

The district should verify the Employment Date, Continuous Employment and the Employment Date, Original Position and correct if in error.

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

54. For Survey Period Code 2 or 3, if Employee Type is RF, then the employee must have a matching Staff Benefits record with a Selected Benefits, Type code of D (Florida Retirement System). For Survey Period Code 5, if Employee Type is RF, then the employee must have a matching Staff Fiscal Year Benefits record with a Selected Benefits, Type/Value code of D. The records should be matched on District Number, Social Security Number, Survey Period Code and Fiscal Year. This edit does not apply to Survey 6. -exception report-

EXAMPLE

The first Staff Demographic Information record listed below would cause an error message to be generated because there is no matching Staff Benefits record with a Selected Benefits, Type code of D. The second Staff Demographic Information record would pass this edit.

Staff Demographic Information record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Employee Type |
|-----------------|------------------------|--------------------|-------------|---------------|
| * 03 | 123456789 | 2 | **** | RF |
| 03 | 454567858 | 2 | **** | RF |

Staff Benefits record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Selected Benefits, Type |
|-----------------|------------------------|--------------------|-------------|-------------------------|
| 03 | 123456789 | 2 | **** | B |
| 03 | 123456789 | 2 | **** | K |
| 03 | 454567858 | 2 | **** | D |

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

DISTRICT RESPONSIBILITY

The district must review the Staff Demographic Information record and the Staff Benefits records and update one of the records if there is an error or submit an additional Staff Benefits record with a Selected Benefits, Type code of D.

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

55. If Survey Period is 5, the number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other added together must be greater than zero for regular full-time (RF) and temporary full-time (TF) employees whose job codes place them on lines 9-19 (school administrators) or 21-33 (teachers) of the Public Schools Staff Survey (EEO-5) unless they are all 999. This edit does not apply to Survey 8. –exception report-

EXAMPLE

The first two records below would pass this edit. The third record would not pass this edit because the number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other add to zero for a regular full-time teacher.

| Dist. Num. | Svy. Per. Code | Social Security Number | Days Present | Days Absent, Personal Leave | Days Absent, Sick Leave | Days Absent, Temporary Duty Elsewhere | Days Absent, Other | Job Code | Employee Type |
|---------------|----------------------|------------------------------|-----------------|--------------------------------------|----------------------------------|---------------------------------------------------|--------------------------|-------------|------------------|
| 16 | 5 | 123456789 | 000 | 000 | 000 | 000 | 000 | 78030 | RF |
| 16 | 5 | 123456788 | 170 | 004 | 004 | 002 | 000 | 51055 | TF |
| * 16 | 5 | 123456780 | 000 | 000 | 000 | 000 | 000 | 51055 | RF |

DISTRICT RESPONSIBILITY

The district should review the data in the third record to verify that this regular full-time teacher did not have days present or absent during the regular 180 day school year. If there is an error in the data on this record, the district should submit an update to the record.

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

56. If the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey – EEO-5, excluding substitute teachers (Job Code, Primary code equal to 51080, 52080, 53080, 54080, 55080 or 59080), vocational technical teachers (53001-53014), adult education teachers (54001) and ROTC teachers (51047, 51048) the Degree Earned code must not be Z. This edit does not apply to Survey 8. –exception report-

EXAMPLE

The first and third records listed below would pass this edit. The second record listed below would cause an error message to be generated because Degree Earned is Z and the job code is on lines 21-43 of the EEO-5.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Primary | Degree Earned |
|--------------------|------------------------------|--------------------------|----------------|-------------------------|------------------|
| 36 | 123456781 | 2 | **** | 51051 | M |
| *36 | 223456782 | 2 | **** | 51032 | Z |
| 36 | 123906783 | 2 | **** | 52004 | D |

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

DISTRICT RESPONSIBILITY

The district should verify the Degree Earned code and if in error correct the record.

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

57. Birth Date must be in the range beginning with 01011932 and ending with 12311995. This edit does not apply to Survey 8. –exception report-

EXAMPLE

The first record listed below would pass this edit. The second and third records would cause an error message to be generated because Birth Date is not within the specified range.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Birth Date |
|--------------------|------------------------------|--------------------------|----------------|---------------|
| 04 | 012352847 | 2 | **** | 04131960 |
| * 04 | 025123478 | 2 | **** | 02031996 |
| * 04 | 025123482 | 2 | **** | 02031927 |

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

DISTRICT RESPONSIBILITY

The district should verify the Birth Date and if in error correct the record.

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

59. For Survey Period Code 2 or 3, if Employee Type is RF, then the employee must have a matching Staff Benefits record with a Selected Benefits, Type code of A or K. For Survey Period Code 5, if Employee Type is RF, then the employee must have a matching Staff Fiscal Year Benefits record with a Selected Benefits, Type/Value code of A or K. The records should be matched on District Number, Social Security Number, Survey Period Code and Fiscal Year. This edit does not apply to Survey 6. -exception report-

EXAMPLE

The first Staff Demographic Information record listed below would cause an error message to be generated because there is not a matching Staff Benefits record with a Selected Benefits, Type code of A or K. The second Staff Demographic Information record would pass this edit.

Staff Demographic Information record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Employee Type |
|-----------------|------------------------|--------------------|-------------|---------------|
| * 03 | 123456789 | 2 | **** | RF |
| 03 | 454567858 | 2 | **** | RF |

Staff Benefits record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Selected Benefits, Type |
|-----------------|------------------------|--------------------|-------------|-------------------------|
| 03 | 123456789 | 2 | **** | D |
| 03 | 454567858 | 2 | **** | A |

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

DISTRICT RESPONSIBILITY

The district must review the Staff Demographic Information record and the Staff Benefits record and update the record that is in error or submit an additional Staff Benefits record with a Selected Benefits, Type of A or K.

STAFF EXPERIENCE - REJECT RULES

1. **District Number must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base 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 data base, the district must correct the District Number and resubmit the record for processing.

2. **Social Security Number (SSN) must be numeric and greater than zero, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-**

EXAMPLE

Social Security Numbers of 0000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

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 data base, the district must correct the Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

STAFF EXPERIENCE - REJECT RULES

- 3. Survey Period Code must be correct for the submission specified by the district and must be 2 or 3. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "2" and the records are coded as Survey Period Code "3". All updates, adds, or deletes that have this inconsistency are rejected.

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 data base, the district must correct the Survey Period Code on the records coming in or in the JCL and resubmit the records for processing.

- 4. Fiscal Year must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

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 data base, the district must correct the Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

STAFF EXPERIENCE - REJECT RULES

5. Experience Type code must be A, C, D, F, M, N, P, or S. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because of an incorrect code for Experience Type.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Experience Type | Experience Length |
|--------------------|------------------------------|--------------------------|----------------|--------------------|----------------------|
| 03 | 123456789 | 2 | **** | C | 02 |
| * 03 | 123456780 | 2 | **** | B | 06 |

**** = 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 data base, the district must correct the Experience Type code to be a valid code and resubmit the record for processing.

STAFF EXPERIENCE - REJECT RULES

6. Experience Length must be numeric and be greater than or equal to zero and less than or equal to 75. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because the Experience Length value was left blank. The third record would be rejected because Experience Length is not within the acceptable range.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Experience Type | Experience Length |
|-----------------|------------------------|--------------------|-------------|-----------------|-------------------|
| 03 | 123456789 | 2 | **** | C | 02 |
| * 03 | 123456780 | 2 | **** | D | |
| * 03 | 123456781 | 2 | **** | M | 99 |

**** = 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 data base, the district must correct the Experience Length and resubmit the records for processing.

STAFF EXPERIENCE - REJECT RULES

7. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified, then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D." To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A." Records with an incorrect Transaction Code would be rejected.

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 data base, the district must correct the Transaction Code and resubmit the record for processing.

STAFF EXPERIENCE - REJECT RULES

8. Each Staff Experience record must be unique based on District Number, Social Security Number, Survey Period Code, Fiscal Year, and Experience Type code. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first and second record listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The last record would be rejected because the key items (District Number, Social Security Number, Survey Period Code, Fiscal Year, and Experience Type code) duplicate the key items in the first record.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Experience Type | Experience Length |
|-----------------|------------------------|--------------------|-------------|-----------------|-------------------|
| 03 | 123456789 | 2 | **** | C | 02 |
| 03 | 123456780 | 2 | **** | D | 06 |
| * 03 | 123456789 | 2 | **** | C | 03 |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of "C" rather than "A."

STAFF EXPERIENCE - REJECT RULES

9. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Staff Number Identifier, Local contains a symbol (@).

| District Number | Staff Number Identifier, Local |
|--------------------|-----------------------------------------|
| 01 | 0123456789 |
| 01 | ABC123DEF9 |
| 01 | 3001 28K |
| * 01 | 2121@xyz |

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 data base, the district must correct the Staff Number Identifier, Local and resubmit the record.

STAFF EXPERIENCE - REJECT RULES

10. The Staff Number Identifier, Local must not be identical to the Social Security Number. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other edit would cause its rejection. The second record would be rejected because the Staff Number Identifier, Local is the same as the Social Security Number.

| District Number | Social Security Number | Staff Number Identifier, Local |
|--------------------|------------------------------|-----------------------------------------|
| 01 | 123456789 | A000012537 |
| * 01 | 012345678 | 012345678 |

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 data base, the district must correct the Staff Number Identifier, Local or the Social Security Number and resubmit the record.

STAFF EXPERIENCE - STATE VALIDATION RULES

20. Each Staff Experience record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. -state validation 3-

EXAMPLE

The Staff Experience record below would not pass this edit because there is no matching Staff Demographic Information record based on the key items of District Number, Social Security Number, Survey Period Code and Fiscal Year.

Staff Demographic Information records

| District Number | Social Security Number | Survey Period Code | Fiscal Year |
|-----------------|------------------------|--------------------|-------------|
| 03 | 123456789 | 2 | **** |
| 03 | 123456780 | 2 | **** |

Staff Experience record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Experience Type | Experience Length |
|-----------------|------------------------|--------------------|-------------|-----------------|-------------------|
| * 03 | 123456781 | 2 | **** | C | 02 |

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

DISTRICT RESPONSIBILITY

The district must verify that the Staff Experience record is valid, then submit a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year.

STAFF EXPERIENCE - STATE VALIDATION RULES

21. The Experience Length for Experience Type code of F must be greater than or equal to the Experience Length for Experience Type code of D. -state validation 3-

EXAMPLE

Staff Experience record

The second Staff Experience record below would not pass this edit because the correct relationship does not exist between Experience Types and Experience Length for the same employee.

Record #1

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Experience Type | Experience Length |
|-----------------|------------------------|--------------------|-------------|-----------------|-------------------|
| 03 | 123456789 | 2 | **** | D | 02 |

Record #2

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Experience Type | Experience Length |
|-----------------|------------------------|--------------------|-------------|-----------------|-------------------|
| * 03 | 123456789 | 2 | **** | F | 01 |

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

DISTRICT RESPONSIBILITY

The district must verify the Experience Type and Experience Length for both records to determine which is valid, then resubmit the corrected record for processing.

STAFF EXPERIENCE - STATE VALIDATION RULES

22. Experience Length must not be greater than the number computed when subtracting 20 from the calculated age (using Birth Date from the Staff Demographic Information record). -state validation 3-

[Edit assumption: Staff member began employment in these positions no earlier than age 20.]

EXAMPLE

Staff Experience record

The second Staff Experience record below would not pass this edit because Experience Length is greater than the calculated age value (based on the employee's Birth Date).

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Experience Type | Experience Length |
|-----------------|------------------------|--------------------|-------------|-----------------|-------------------|
| 03 | 123456789 | 2 | **** | P | 20 |
| * 03 | 123456780 | 2 | **** | F | 15 |

Staff Demographic Information record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Birth Date |
|-----------------|------------------------|--------------------|-------------|------------|
| 03 | 123456789 | 2 | **** | 05061961 |
| 03 | 123456780 | 2 | **** | 04131977 |

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

DISTRICT RESPONSIBILITY

The district must verify the Experience Length on the Staff Experience record and the Birth Date on the Staff Demographic Information record to determine which is valid, then resubmit the corrected record for processing.

STAFF EXPERIENCE - STATE VALIDATION RULES

23. The sum of the values for Experience Types F, S, P and N must not be greater than the number computed when subtracting 20 from the calculated age (using Birth Date from the Staff Demographic Information record). -state validation 3-

[Edit assumption: Staff member began employment in these positions no earlier than age 20.]

EXAMPLE

Staff Experience record

The Staff Experience records below would not pass this edit because the sum of the values for the combined Experience Types for the employee is greater than the calculated value (based on the employee's Birth Date).

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Experience Type | Experience Length |
|-----------------|------------------------|--------------------|-------------|-----------------|-------------------|
| * 03 | 123456780 | 2 | **** | F | 7 |
| * 03 | 123456780 | 2 | **** | S | 9 |
| * 03 | 123456780 | 2 | **** | N | 2 |

Staff Demographic Information record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Birth Date |
|-----------------|------------------------|--------------------|-------------|------------|
| 03 | 123456780 | 2 | **** | 04131977 |

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

DISTRICT RESPONSIBILITY

The district must verify the values of each Experience Type on the Staff Experience record and the Birth Date on the Staff Demographic Information record to determine which are valid, then resubmit the corrected record(s) for processing.

STAFF EXPERIENCE – EXCEPTION REPORTS

50. Experience Length must not be greater than 40. -exception report-

EXAMPLE

The second Staff Experience record below would not pass this edit because the Experience Length is greater than 40.

| District Number | Social Survey | | Period Code | Fiscal Year | Experience Type | Experience Length |
|--------------------|--------------------|--|----------------|----------------|--------------------|----------------------|
| | Security Number | | | | | |
| 03 | 123456738 | | 2 | **** | C | 02 |
| *03 | 123456786 | | 2 | **** | F | 48 |
| 03 | 123456790 | | 2 | **** | D | 15 |

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

DISTRICT RESPONSIBILITY

The district should verify the Experience Length and if in error correct the record.

FISCAL YEAR BENEFITS - REJECT RULES

1. **District Number must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base 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 data base, the district must correct the District Number and resubmit the record for processing.

2. **Social Security Number (SSN) must be numeric and greater than zero, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-**

EXAMPLE

Social Security Numbers of 0000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

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 data base, the district must correct the Social Security Numbers by making them numeric, greater than zero, and left-justified. Resubmit the records for processing.

FISCAL YEAR BENEFITS - REJECT RULES

- 3. Survey Period Code must be 5 and must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The Survey Period Code specified in the transmission JCL is identified as Survey Period Code "5" and the records are coded as Survey Period Code "3". All updates, adds, or deletes that have this inconsistency are rejected.

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 data base, the district must correct the Survey Period Code on the records being submitted and resubmit the records for processing.

- 4. Fiscal Year must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

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 data base, the district must correct the Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

FISCAL YEAR BENEFITS - REJECT RULES

5. **School Number, Primary/Home must exist on the Master School Identification File as a valid active school in the district of submission. -record rejected-**

EXAMPLE

School Number, Primary/Home 0661 is submitted for district number 01. Since this School Number, Primary/Home is not found on the Master School Identification File for district 01, the record would be rejected.

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 data base, the district must correct the School Number, Primary/Home and resubmit the record for processing.

6. **Job Code must equal one of the codes on the Job Code Assignments table as listed in Appendix E of the DOE Information Data Base Requirements: Volume II--Automated Staff Information System Manual. -record rejected-**

EXAMPLE

The two records listed below would not be loaded to the data base because the Job Codes reported are not on the Job Code Assignments table.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Job Code |
|-----------------|------------------------|--------------------|-------------|-----------------------------|----------|
| * 03 | 123456789 | 5 | **** | 0481 | 00000 |
| * 03 | 123456780 | 5 | **** | 0481 | 51000 |

**** = 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 data base, the district must correct Job Code by reporting a valid number from the Job Code Assignments table and resubmit the records for processing.

FISCAL YEAR BENEFITS - REJECT RULES

7. The first occurrence of Selected Benefits, Type must be A, B, C, D, E, F, G, K, L, M, or N; any subsequent occurrences may be Z. However, each Selected Benefits, Type must otherwise be unique. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third and fourth records below would be rejected because the code for Selected Benefits, Type is incorrect.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Selected Benefits, Type |
|--------------------|------------------------------|--------------------------|----------------|-------------------------------|
| 03 | 123456789 | 5 | **** | B |
| 03 | 123456781 | 5 | **** | F |
| * 03 | 123456780 | 5 | **** | w |
| * 03 | 123456788 | 5 | **** | O |

**** = 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 data base, the district must correct the Selected Benefits, Type and resubmit the records for processing.

FISCAL YEAR BENEFITS - REJECT RULES

8. The first occurrence of Selected Benefits, Value must be numeric and greater than zero, any subsequent occurrences must be numeric and greater than or equal to zero. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record below would be rejected because the Selected Benefits, Value has been left blank. The fourth record would be rejected because the Selected Benefits, Value is not numeric.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Selected Benefits, Type | Selected Benefits, Value |
|-----------------|------------------------|--------------------|-------------|-------------------------|--------------------------|
| 03 | 123456789 | 5 | **** | B | 00012500 |
| 03 | 123456780 | 5 | **** | C | 00300000 |
| * 03 | 123456790 | 5 | **** | A | |
| * 03 | 123456791 | 5 | **** | D | ZZZZZZZZ |

**** = 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 data base, the district must correct the Selected Benefits, Value and resubmit the records for processing.

FISCAL YEAR BENEFITS - REJECT RULES

9. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified, then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. To delete a record, the Transaction Code must be a "D." To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A." Records with an incorrect Transaction Code will be rejected.

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 data base, the district must correct the Transaction Code and resubmit the records for processing.

FISCAL YEAR BENEFITS - REJECT RULES

10. Each Staff Fiscal Year Benefits record must be unique based on District Number; Social Security Number; Survey Period Code; Fiscal Year; and Job Code. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the key items (District Number; Social Security Number; Survey Period Code; Fiscal Year; and Job Code) duplicate the key items in the first record.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code |
|--------------------|------------------------------|--------------------------|----------------|-------------|
| 03 | 123456789 | 5 | **** | 52001 |
| 03 | 123456780 | 5 | **** | 61234 |
| * 03 | 123456789 | 5 | **** | 52001 |

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

DISTRICT RESPONSIBILITY

If the records that were accepted and loaded to the data base are the correct ones, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must delete any invalid records, correct any rejected records if necessary, and resubmit the corrected record for processing.

FISCAL YEAR BENEFITS - REJECT RULES

11. For each Selected Benefits, Type code that is not Z, the Selected Benefits, Value must be greater than zero. -record rejected-

EXAMPLE

The first and second records below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record below would be rejected because the Selected Benefits, Value for Selected Benefits, Type "D" is zero.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Selected Benefits, Type | Selected Benefits, Value |
|--------------------|------------------------------|--------------------------|----------------|-------------------------------|--------------------------------|
| 04 | 123456789 | 5 | **** | B | 00012500 |
| 04 | 123456780 | 5 | **** | Z | 00000000 |
| * 04 | 123456780 | 5 | **** | D | 00000000 |

**** = 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 data base, the district must correct the Selected Benefits, Value and resubmit the record for processing.

FISCAL YEAR BENEFITS - REJECT RULES

12. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Staff Number Identifier, Local contains a symbol (@).

| District Number | Staff Number Identifier, Local |
|--------------------|-----------------------------------------|
| 01 | 0123456789 |
| 01 | ABC123DEF9 |
| 01 | 3001 28K |
| * 01 | 2121@xyz |

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 data base, the district must correct the Staff Number Identifier, Local and resubmit the record.

FISCAL YEAR BENEFITS - REJECT RULES

13. The Staff Number Identifier, Local must not be identical to the Social Security Number. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other edit would cause its rejection. The second record would be rejected because the Staff Number Identifier, Local is the same as the Social Security Number.

| District Number | Social Security Number | Staff Number Identifier, Local |
|--------------------|------------------------------|-----------------------------------------|
| 01 | 123456789 | A000012537 |
| * 01 | 012345678 | 012345678 |

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 data base, the district must correct the Staff Number Identifier, Local or the Social Security Number and resubmit the record.

FISCAL YEAR BENEFITS – STATE VALIDATIONS RULES

22. Each Fiscal Year Benefits record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-

EXAMPLE

The Staff Fiscal Year Benefits records listed below would not pass this edit because there is no matching Staff Demographic Information record based on the key items of District Number, Social Security Number, Survey Period Code, and Fiscal Year.

Staff Demographic Information records

| District Number | Social Security Number | Survey Period Code | Fiscal Year |
|-----------------|------------------------|--------------------|-------------|
| 03 | 123456789 | 5 | **** |
| 03 | 123456780 | 5 | **** |

Staff Fiscal Year Benefits record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Selected Benefits, Type | Selected Benefits, Value |
|-----------------|------------------------|--------------------|-------------|-------------------------|--------------------------|
| * 03 | 123456781 | 5 | **** | B | 00012500 |

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

DISTRICT RESPONSIBILITY

The district must verify that the Staff Fiscal Year Benefits record is valid, then submit a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year.

FISCAL YEAR BENEFITS - EXCEPTION REPORTS

40. Each Fiscal Year Benefits record must have a matching Fiscal Year Salaries record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year unless the Separation Date on the Staff Demographic Information record is prior to the reported Fiscal Year and not equal to zero. -exception report-

EXAMPLE

The Staff Fiscal Year Benefits record listed below would not pass this edit because there is no matching Fiscal Year Salaries record based on the key items of District Number, Social Security Number, Survey Period Code, and Fiscal Year.

Fiscal Year Salaries records

| District Number | Social Security Number | Survey Period Code | Fiscal Year |
|-----------------|------------------------|--------------------|-------------|
| 03 | 123456789 | 5 | **** |
| 03 | 123456780 | 5 | **** |

Staff Fiscal Year Benefits record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Selected Benefits, Type | Selected Benefits, Value |
|-----------------|------------------------|--------------------|-------------|-------------------------|--------------------------|
| * 03 | 123456781 | 5 | **** | B | 00012500 |

Staff Demographic Information record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Separation Date |
|-----------------|------------------------|--------------------|-------------|-----------------|
| 03 | 123456781 | 5 | **** | 00000000 |

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

FISCAL YEAR BENEFITS - EXCEPTION REPORTS

DISTRICT RESPONSIBILITY

The district must verify that the Staff Fiscal Year Benefits record is valid and that the employee had no salary for this fiscal year. If the employee did earn salary during the fiscal year, the district must submit a matching Fiscal Year Salaries record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year.

FISCAL YEAR BENEFITS - EXCEPTION REPORTS

41. If Employee Type is RF and if the employee's Job Code places the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the sum of staff benefits (Selected Benefits, Type/Value) cannot exceed fifty percent of the employee's Fiscal Year Salary. If Employee Type is RF and if the employee's Job Code places the employee on lines 44-54, inclusive, of the Public Schools Staff Survey - EEO-5, then the sum of staff benefits (Selected Benefits, Type/Value) cannot exceed seventy-five percent of the employee's Fiscal Year Salary. The Fiscal Year Benefits, Fiscal Year Salaries and Staff Demographic Information records should be matched based on District Number, Social Security Number, Survey Period Code and Fiscal Year. -exception report-

EXAMPLE

The Staff Fiscal Year Benefits record listed below with an asterisk would not pass this edit because the total staff benefits for the employee is greater than fifty percent of the employee's Fiscal Year Salary and the Employee Type is RF.

Staff Fiscal Year Benefits records

| District Number | Social Security Number | Survey Code Period | Fiscal Year | Selected Benefits, Type/Value |
|-----------------|------------------------|--------------------|-------------|-------------------------------|
| 61 | 123456789 | 5 | **** | A00254600D01525000Z0000000 |
| * 61 | 123456780 | 5 | **** | A00753900D01050000Z0000000 |

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

Staff Fiscal Year Salaries record

| District Number | Social Security Number | Survey Code Period | Fiscal Year | Fiscal Year Salary |
|-----------------|------------------------|--------------------|-------------|--------------------|
| 61 | 123456789 | 5 | **** | 007500000 |
| 61 | 123456780 | 5 | **** | 003500000 |

Staff Demographic Information records

| District Number | Social Security Number | Fiscal Year | Survey Period Code | Employee Type |
|-----------------|------------------------|-------------|--------------------|---------------|
| 61 | 123456789 | 5 | **** | RF |
| 61 | 123456780 | 5 | **** | RF |

FISCAL YEAR BENEFITS - EXCEPTION REPORTS

DISTRICT RESPONSIBILITY

The district must review the information on the Staff Fiscal Year Salaries record and the Staff Fiscal Year Benefits record to determine whether an error exists in the data or this represents an exception to the general relationship described in the edit. If the data are incorrect the district must update the record to reflect the correct relationship in the edit.

STAFF FISCAL YEAR SALARIES - REJECT RULES

1. **District Number must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base 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 data base, the district must correct the District Number and resubmit the record for processing.

2. **Social Security Number (SSN) must be numeric and greater than zero, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-**

EXAMPLE

Social Security Numbers of 0000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

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 data base, the district must correct the Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

- 3. Survey Period Code must be 5 and must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The Survey Period Code specified in the transmission JCL is identified as Survey Period Code "5" and the records are coded as Survey Period Code "3". All updates, adds, or deletes that have this inconsistency are rejected.

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 data base, the district must correct the Survey Period Code on the records being submitted and resubmit the records for processing.

- 4. Fiscal Year must be correct for the submission specified by the district. - record rejected-**

EXAMPLE

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

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 data base, the district must correct the Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

5. **School Number, Primary/Home must exist on the Master School Identification File as a valid active school in the district of submission. -record rejected-**

EXAMPLE

School Number, Primary/Home 0661 is submitted for district number 01. Since this School Number, Primary/Home is not found on the Master School Identification File for district 01, the record will be rejected.

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 data base, the district must correct the School Number, Primary/Home and resubmit the record for processing.

6. **Job Code must equal one of the codes on the Job Code Assignments table as listed in Appendix E of the DOE Information Data Base Requirements: Volume II--Automated Staff Information System Manual. -record rejected-**

EXAMPLE

The two records listed below would not be loaded to the data base because the Job Codes reported are not on the Job Code Assignments table.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Job Code |
|-----------------|------------------------|--------------------|-------------|-----------------------------|----------|
| * 03 | 123456789 | 5 | **** | 0481 | 00000 |
| * 03 | 123456780 | 5 | **** | 0481 | 51000 |

**** = 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 data base, the district must correct Job Code by reporting a valid number from the Job Code Assignments table and resubmit the records for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

7. Fiscal Year Salary must be numeric, greater than or equal to 000000000 and less than or equal to 030000000. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Fiscal Year Salary is greater than 030000000.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Job Code | Fiscal Year Salary |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-------------|--------------------------|
| 03 | 123456789 | 5 | **** | 0481 | 72000 | 006700000 |
| * 03 | 123456780 | 5 | **** | 0481 | 72000 | 520000000 |

**** = 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 data base, the district must correct the Fiscal Year Salary to be less than 030000000 and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

8. Each of the three Job Code Fund Source codes must be one of the following: B, C, E, G, O, R, S, M, N, P, Q, T, U or zero. -record rejected-

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Job Code Fund Source of "Z" is not a valid code. The second record would be rejected because only the first of the three Job Code Fund Source codes is supplied and the last two are left blank.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Job Code | Fiscal Year Salary | Job Code Fund Source |
|-----------------|------------------------|--------------------|-------------|-----------------------------|----------|--------------------|----------------------|
| * 03 | 123456789 | 5 | **** | 0481 | 51073 | 006700000 | Z050C0500000 |
| * 03 | 123456780 | 5 | **** | 0481 | 51004 | 005200000 | G100 |

**** = 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 data base, the district must correct the Job Code Fund Source and resubmit the records for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

9. Each of the three Job Code Fund Source percentages must be numeric and greater than or equal to zero. -record rejected-

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because Z's rather than zeros are placed in the percentage positions. The second record would be rejected because only the first Job Code Fund Source percentage is included and the last two are left blank.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Job Code | Fiscal Year Salary | Job Code Fund Source |
|-----------------|------------------------|--------------------|-------------|-----------------------------|----------|--------------------|----------------------|
| * 03 | 123456789 | 5 | **** | 0481 | 53007 | 006700000 | G050C050OZZZ |
| * 03 | 123456780 | 5 | **** | 0481 | 51004 | 005200000 | G100 |

**** = 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 data base, the district must correct the Job Code Fund Source percentages and resubmit the records for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

10. At least one of the three Job Code Fund Source codes must be nonzero, unless the Fiscal Year Salary is 000000000. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because each of the three Job Code Fund Source codes is zero.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Fiscal Year Salary | Job Code Fund Source |
|--------------------|------------------------------|--------------------------|----------------|-------------|--------------------------|----------------------------|
| 03 | 123456780 | 5 | **** | 51004 | 006700000 | G10000000000 |
| * 03 | 123456789 | 5 | **** | 53007 | 005200000 | 000000000000 |

**** = 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 data base, the district must correct the Job Code Fund Source so that it has a valid nonzero code in at least one of the three Job Code Fund Source positions and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

11. Any one Job Code Fund Source code can appear only once on a Staff Fiscal Year Salaries record. For purposes of this edit, zero (used where there are fewer than three fund sources) is NOT treated as a Job Code Fund Source code. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Job Code Fund Source of "G" appears twice.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Job Code | Fiscal Year Salary | Job Code Fund Source |
|-----------------|------------------------|--------------------|-------------|-----------------------------|----------|--------------------|----------------------|
| 03 | 123456780 | 5 | **** | 0481 | 51004 | 006700000 | G10000000000 |
| * 03 | 123456789 | 5 | **** | 0481 | 53007 | 005200000 | G050G0500000 |

**** = 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 data base, the district must correct the Job Code Fund Source so there is no repetition within that record and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

12. The three Job Code Fund Source percentages on a Fiscal Year Salaries record must add up to 100 percent. However, if the Fiscal Year Salary is zero, the three Job Code Fund Source percentages may add to zero. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Job Code Fund Source percentages add up to 90 instead of to 100.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Fiscal Year Salary | Job Code Fund Source |
|--------------------|------------------------------|--------------------------|----------------|-------------|--------------------------|----------------------------|
| 03 | 123456780 | 5 | **** | 51004 | 006700000 | G10000000000 |
| * 03 | 123456789 | 5 | **** | 51073 | 005200000 | G050B0400000 |

**** = 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 data base, the district must correct the Job Code Fund Source percentages so that they add up to 100 and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

- ➡ 13. Salary Supplement Type code must be A - C, E - K, N - Y or zero. -record rejected-

EXAMPLE

In the two examples below, 49 zeroes are implied following the listed data in Salary Supplement Type/Value. The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Salary Supplement Type code is not an acceptable code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Salary Supplement Type/Value |
|--------------------|------------------------------|--------------------------|----------------|------------------------------------|
| 03 | 123456789 | 5 | **** | B0045000 |
| * 03 | 123456780 | 5 | **** | D0025000 |

**** = 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 data base, the district must correct the Salary Supplement Type and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

14. Salary Supplement Value must be numeric, greater than or equal to 0000000 and less than or equal to 9999900. -record rejected-

EXAMPLE

In the two examples below, 49 zeroes are implied following the listed data in Salary Supplement Type/Value. The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Salary Supplement Value is blank.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Salary Supplement Type/Value |
|--------------------|------------------------------|--------------------------|----------------|------------------------------------|
| 03 | 123456789 | 5 | **** | B0045000 |
| * 03 | 123456780 | 5 | **** | B |

**** = 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 data base, the district must correct the Salary Supplement Value and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

15. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified, then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. To delete a record, the Transaction Code must be a "D." To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A." Records with an incorrect Transaction Code will be rejected.

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 data base, the district must correct the Transaction Code and resubmit the record with the correct Transaction Code for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

16. Each Staff Fiscal Year Salary record must be unique based on District Number, Social Security Number, Survey Period Code, Fiscal Year and Job Code. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The last record below would be rejected because the key items (District Number, Social Security Number, Survey Period Code, Fiscal Year and Job Code) duplicate the key items in the first record.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code |
|--------------------|------------------------------|--------------------------|----------------|-------------|
| 03 | 123456789 | 5 | **** | 53007 |
| 03 | 123456780 | 5 | **** | 51004 |
| * 03 | 123456789 | 5 | **** | 53007 |

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

DISTRICT RESPONSIBILITY

If, in fact, the last record above should not have been submitted, the district would not have to take any action. The record was rejected. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

17. If Salary Supplement Type equals zero, then Salary Supplement Value should equal zero, and if Salary Supplement Type is not zero, Salary Supplement Value should be greater than zero. -record rejected-

EXAMPLE

In the two examples below, 49 zeroes are implied following the listed data in Salary Supplement Type/Value. The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Salary Supplement Value is not greater than zero.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Salary Supplement Type/Value |
|--------------------|------------------------------|--------------------------|----------------|------------------------------------|
| 03 | 123456789 | 5 | **** | 00000000 |
| * 03 | 123456780 | 5 | **** | B0000000 |

**** = 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 data base, the district must correct the Salary Supplement Value and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

18. If Fiscal Year Salary is 000000000, then at least one Salary Supplement Value must be greater than zero. -record rejected-

EXAMPLE

In the two examples below, 49 zeroes are implied following the listed data in Salary Supplement Type/Value. The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Fiscal Year Salary is equal to zero and there is no Salary Supplement Value greater than zero.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Fiscal Year Salary | Salary Supplement Type/Value |
|--------------------|------------------------------|--------------------------|----------------|--------------------------|------------------------------------|
| 03 | 123456789 | 5 | **** | 002700000 | 00000000 |
| * 03 | 123456780 | 5 | **** | 000000000 | 00000000 |

**** = 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 data base, the district must correct the Salary Supplement Type/Value or the Fiscal Year Salary and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

19. Employment Status Code must be A, L, P or T. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Employment Status Code is not valid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Employment Status Code |
|--------------------|------------------------------|--------------------------|----------------|------------------------------|
| 03 | 123456789 | 5 | **** | A |
| * 03 | 123456780 | 5 | **** | C |

**** = 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 data base, the district must correct the Employment Status Code and resubmit the record.

STAFF FISCAL YEAR SALARIES - REJECT RULES

20. Migrant Summer code must be A – H, or Z. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Migrant Summer code is not an acceptable code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Migrant Summer |
|--------------------|------------------------------|--------------------------|----------------|-------------------|
| 03 | 123456789 | 5 | **** | B025 |
| * 03 | 123456780 | 5 | **** | R100 |

**** = 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 data base, the district must correct the Migrant Summer code and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

21. Migrant Regular School Year code must be A – H, or Z. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Migrant Regular School Year code is not an acceptable code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Migrant Regular School Year |
|--------------------|------------------------------|--------------------------|----------------|--------------------------------------|
| 03 | 123456789 | 5 | **** | E050 |
| * 03 | 123456780 | 5 | **** | R100 |

**** = 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 data base, the district must correct the Migrant Regular School Year code and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

22. Title I School-Wide code must be A, B, C, D, E, F, or Z. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Title I School-Wide code is not an acceptable code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Title I School- Wide |
|--------------------|------------------------------|--------------------------|----------------|----------------------------|
| 03 | 123456789 | 5 | **** | B025 |
| * 03 | 123456780 | 5 | **** | K100 |

**** = 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 data base, the district must correct the Title I School-Wide code and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

23. Title I Targeted Assistance code must be A, B, C, D, E, F or Z. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Title I Targeted Assistance code is not an acceptable code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Title I Targeted Assistance |
|--------------------|------------------------------|--------------------------|----------------|-----------------------------------|
| 03 | 123456789 | 5 | **** | B050 |
| * 03 | 123456780 | 5 | **** | K100 |

**** = 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 data base, the district must correct the Title I Targeted Assistance code and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

24. Migrant Summer FTE percentage must be numeric and greater than zero but less than or equal to 100, unless the Migrant Summer code is Z, then FTE percentage must be 000. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record listed below would be rejected because the FTE percentage for the Migrant Summer code is not greater than zero.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Migrant Summer |
|--------------------|------------------------------|--------------------------|----------------|-------------------|
| 03 | 123456789 | 5 | **** | B050 |
| * 03 | 123456780 | 5 | **** | E000 |
| 03 | 123456792 | 5 | **** | Z000 |

**** = 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 data base, the district must correct the FTE percentage for the Migrant Summer code and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

25. Migrant Regular School Year FTE percentage must be numeric and greater than zero but less than or equal to 100, unless the Migrant Regular School Year code is Z, then FTE percentage must be 000. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record listed below would be rejected because the FTE percentage for the Migrant Regular School Year code is not greater than zero.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Migrant Regular School Year |
|-----------------|------------------------|--------------------|-------------|-----------------------------|
| 03 | 123456789 | 5 | **** | E050 |
| * 03 | 123456780 | 5 | **** | A000 |
| 03 | 123456792 | 5 | **** | Z000 |

**** = 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 data base, the district must correct the FTE percentage for the Migrant Regular School Year code and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

26. Title I School-Wide FTE percentage must be numeric and greater than zero but less than or equal to 100, unless the Title I School-Wide code is Z, then FTE percentage must be 000. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record listed below would be rejected because the FTE percentage for the Title I School-Wide code is not less than 100.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Title I School-Wide |
|-----------------|------------------------|--------------------|-------------|---------------------|
| 03 | 123456789 | 5 | **** | B025 |
| * 03 | 123456780 | 5 | **** | E125 |
| 03 | 123456792 | 5 | **** | Z000 |

**** = 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 data base, the district must correct the FTE percentage for the Title I School-Wide code and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

27. Title I Targeted Assistance FTE percentage must be numeric and greater than zero but less than or equal to 100, unless the Title I Targeted Assistance code is Z, then FTE percentage must be 000. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record listed below would be rejected because the FTE percentage for the Title I Targeted Assistance code is not less than 100.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Title I Targeted Assistance |
|--------------------|------------------------------|--------------------------|----------------|-----------------------------------|
| 03 | 123456789 | 5 | **** | B050 |
| * 03 | 123456780 | 5 | **** | A125 |
| 03 | 123456792 | 5 | **** | Z000 |

**** = 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 data base, the district must correct the FTE percentage for the Title I Targeted Assistance code and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

28. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Staff Number Identifier, Local contains a symbol (@).

| District Number | Staff Number Identifier, Local |
|--------------------|-----------------------------------------|
| 01 | 0123456789 |
| 01 | ABC123DEF9 |
| 01 | 3001 28K |
| * 01 | 2121@xyz |

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 data base, the district must correct the Staff Number Identifier, Local and resubmit the record.

STAFF FISCAL YEAR SALARIES - REJECT RULES

29. The Staff Number Identifier, Local must not be identical to the Social Security Number. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other edit would cause its rejection. The second record would be rejected because the Staff Number Identifier, Local is the same as the Social Security Number.

| District Number | Social Security Number | Staff Number Identifier, Local |
|--------------------|------------------------------|-----------------------------------------|
| 01 | 123456789 | A000012537 |
| * 01 | 012345678 | 012345678 |

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 data base, the district must correct the Staff Number Identifier, Local or the Social Security Number and resubmit the record.

STAFF FISCAL YEAR SALARIES - REJECT RULES

30. Personnel Evaluation code must be C-G or Z. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Personnel Evaluation code is not a valid code.


| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Personnel Evaluation |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|---------------------------------------------------------------------------------------|
| 03 | 123456788 | 5 | **** | 0081 |  D |
| * 03 | 123456789 | 5 | **** | 0081 | R |

**** = 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 data base, the district must correct the Personnel Evaluation code and resubmit the record for processing.



STAFF FISCAL YEAR SALARIES - REJECT RULES

 31. If the employee's Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 73026 (Registrar) then the Personnel Evaluation code must be C-G. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Personnel Evaluation code for the Job Code is not a valid code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Personnel Evaluation |
|--------------------|------------------------------|--------------------------|----------------|-------------|-------------------------|
| 03 | 123456788 | 5 | **** | 51051 | D |
| * 03 | 123456789 | 5 | **** | 51062 | Z |
| 03 | 123456791 | 5 | **** | 61332 | Z |



**** = 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 data base, the district must correct the Personnel Evaluation code or the Job Code and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

- ➡ 32. If the employee's Job Code places the employee on lines 09-19, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code, Primary is not 73026 (Registrar), then the Personnel Evaluation, Instructional Leadership Component must be numeric, greater than or equal to 01 and less than or equal to 60. For all other employees, the Personnel Evaluation, Instructional Leadership Component must be zero. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Instructional Leadership Component value is not valid for the Job Code, Primary.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Personnel Evaluation, Instructional Leadership |
|--------------------|------------------------------|--------------------------|----------------|-------------|---------------------------------------------------------|
| 03 | 123456788 | 5 | **** | 73002 | 40 |
| * 03 | 123456789 | 5 | **** | 73019 | 80 |

**** = 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 data base, the district must correct the Job Code or the Personnel Evaluation, Instructional Leadership Component value and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

33. If the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey, then the Fiscal Year Salary must not be greater than \$120,000. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Fiscal Year Salary is greater than \$120,000.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Fiscal Year Salary |
|--------------------|------------------------------|--------------------------|----------------|-------------|--------------------------|
| 03 | 123456788 | 5 | **** | 51051 | 008016988 |
| * 03 | 123456789 | 5 | **** | 51062 | 012186050 |
| 03 | 123456791 | 5 | **** | 63012 | 005236459 |

**** = 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 data base, the district must correct the Fiscal Year Salary and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

34. If the employee's Job Code, Primary is 51080, 52080, 53080, 54080, 55080 or 59080, then the Personnel Evaluation code must be Z. -record rejected-

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because the Personnel Evaluation code is not valid for the Job Code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Personnel Evaluation | Employee Type |
|-----------------|------------------------|--------------------|-------------|----------|----------------------|---------------|
| * 03 | 123456788 | 5 | **** | 52080 | D | RF |
| * 03 | 123456789 | 5 | **** | 51080 | E | TF |
| 03 | 123456791 | 5 | **** | 59080 | Z | RF |

**** = 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 data base, the district must correct the Personnel Evaluation code or Job Code and resubmit the records for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

➡ 35. If the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the Personnel Evaluation, Instructional Practice Component must be numeric, greater than or equal to 01 and less than or equal to 60. For all other employees the Personnel Evaluation, Instructional Practice Component must be zero. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Instructional Practice Component value is not valid for the Job Code, Primary.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Personnel Evaluation, Instructional Practice |
|--------------------|------------------------------|--------------------------|----------------|-------------|-------------------------------------------------------|
| 03 | 123456788 | 5 | **** | 51026 | 40 |
| * 03 | 123456789 | 5 | **** | 61232 | 80 |

**** = 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 data base, the district must correct the Job Code or the Personnel Evaluation, Instructional Practice Component value and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

- ➡ 36. If the employee's Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code, Primary is not 73026 (Registrar), then the Personnel Evaluation, Professional and Job Responsibilities Component must be numeric, greater than or equal to zero and less than or equal to 59. For all other employees the Personnel Evaluation, Professional and Job Responsibilities Component must be zero. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Professional and Job Responsibilities Component value is not valid for the Job Code, Primary.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Personnel Evaluation, Prof or Job Responsibilities |
|--------------------|------------------------------|--------------------------|----------------|-------------|-------------------------------------------------------------|
| 03 | 123456788 | 5 | **** | 73002 | 25 |
| * 03 | 123456789 | 5 | **** | 51114 | 40 |

**** = 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 data base, the district must correct the Job Code or the Personnel Evaluation, Professional or Job Responsibilities Component value and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

- ➔ 37. If the employee's Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 73026 (Registrar), then the Personnel Evaluation, Student Learning Growth Component must be numeric, greater than or equal to 40 and less than or equal to 99. For all other employees the Personnel Evaluation, Student Learning Growth Component must be zero. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Student Learning Growth Component value is not valid for the Job Code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Personnel Evaluation, Stud Learning Growth |
|--------------------|------------------------------|--------------------------|----------------|-------------|-----------------------------------------------------|
| 03 | 123456788 | 5 | **** | 73002 | 60 |
| * 03 | 123456789 | 5 | **** | 51114 | 40 |

**** = 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 data base, the district must correct the Job Code or the Personnel Evaluation, Student Learning Growth Component value and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

- ➔ 38. Personnel Evaluation, Measures of Student Learning Growth code must be A-G or Z. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Measures of Student Learning Growth code is not valid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Personnel Evaluation, Measures of Student Learning Growth |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-----------------------------------------------------------------------|
| 03 | 123456788 | 5 | **** | 0081 | B |
| * 03 | 123456789 | 5 | **** | 0081 | L |

**** = 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 data base, the district must correct the Personnel Evaluation, Measures of Student Learning Growth code and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

➔ 39. If the employee's Job Code places the employee on lines 09-19, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 73026 (Registrar), then the total of Personnel Evaluation, Instructional Leadership Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Learning Growth Component must be 100. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the sum of Personnel Evaluation, Instructional Leadership Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Learning Growth Component is 90 instead of 100.

| | | | | | -----Personnel Evaluation----- | | |
|--------------------|------------------------------|--------------------------|----------------|-------------|----------------------------------|-------------------------------|-------------------------------|
| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Instruc- tional Leadership | Professional & Job Resp | Student Learning Growth |
| 03 | 123456789 | 5 | **** | 73002 | 45 | 15 | 40 |
| * 03 | 123456780 | 5 | **** | 73019 | 40 | 10 | 40 |

**** = 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 data base, the district must correct the value for Personnel Evaluation, Instructional Leadership Component; Personnel Evaluation, Professional and Job Responsibilities Component or the Personnel Evaluation, Student Learning Growth Component so that they add up to 100 and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

➡ 40. If the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the sum of Personnel Evaluation, Instructional Practice Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Learning Growth Component must be 100. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the sum of Personnel Evaluation, Instructional Practice Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Learning Growth Component is 110 instead of 100.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | -----Personnel Evaluation,----- | | |
|--------------------|------------------------------|--------------------------|----------------|-------------|---------------------------------|-------------------------------------------|-------------------------------|
| | | | | | Instruc- tional Practice | Professional & Job Responsibilities | Student Learning Growth |
| 03 | 123456789 | 5 | **** | 51028 | 45 | 15 | 40 |
| * 03 | 123456780 | 5 | **** | 61232 | 40 | 20 | 50 |

**** = 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 data base, the district must correct the value for Personnel Evaluation, Instructional Practice Component; Personnel Evaluation, Professional and Job Responsibilities Component or Personnel Evaluation, Student Learning Growth Component so that they add up to 100 and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - STATE VALIDATION RULES

52. Each Fiscal Year Salaries record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-

EXAMPLE

The Staff Fiscal Year Salaries record listed below would not pass this edit because there is no matching Staff Demographic Information record based on the key items of District Number, Social Security Number, Survey Period Code, and Fiscal Year.

Staff Demographic Information records

| District Number | Social Security Number | Survey Period Code | Fiscal Year |
|-----------------|------------------------|--------------------|-------------|
| 03 | 123456789 | 5 | **** |
| 03 | 123456780 | 5 | **** |

Staff Fiscal Year Salaries record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Salary Supplement Type/Value |
|-----------------|------------------------|--------------------|-------------|------------------------------|
| * 03 | 123456781 | 5 | **** | B00012500 |

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

DISTRICT RESPONSIBILITY

The district must verify that the Staff Fiscal Year Salaries record is valid, then submit a Staff Demographic Information record based on District Number, Social Security Number, Survey Code, and Fiscal Year.

STAFF FISCAL YEAR SALARIES - STATE VALIDATION RULES

53. If the Title I Targeted Assistance code is not Z, then at least one active school in the employee's district must have a Targeted-Assistance Program according to the Master School Identification file (identified by code T under Title I Status). -state validation 3-

EXAMPLE

The Staff Fiscal Year Salaries record listed below would not pass this edit because the employing district does not have a school designated with a Title I Targeted-Assistance Program on the Master School Identification File.

Staff Fiscal Year Salaries record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number | Title I Targeted Assistance |
|-----------------|------------------------|--------------------|-------------|---------------|-----------------------------|
| * 03 | 123456781 | 5 | **** | 0021 | C050 |
| 03 | 123456766 | 5 | **** | 0021 | Z000 |

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

Master School Identification File

| District Number | District Name | School Number | School Name | Year | Title I Status |
|-----------------|---------------|---------------|-------------|------|----------------|
| 03 | Bay | 0011 | ABC Elem | **** | Z |
| 03 | Bay | 0021 | CNBC Sch | **** | S |
| 03 | Bay | 0031 | CBS Elem | **** | Z |
| 03 | Bay | 0041 | CBAS Sch | **** | Z |

**** = Valid year for data submission.

DISTRICT RESPONSIBILITY

The district must review the information on the Staff Fiscal Year Salaries record and the Master School Identification file to determine where the error is occurring then update the record to reflect the correct relationship in the edit.

STAFF FISCAL YEAR SALARIES – EXCEPTION REPORTS

80. If District Number and Employee Name, Legal (Last Name, First Name) are on the file of Progress Monitoring and Reporting Network (PMRN) for Reading Coaches, then the Job Code should be 64021, 64022 or 64023 for one of the Staff Fiscal Year Salaries records for the employee. –exception report-

EXAMPLE

The first record listed below would pass the edit. The second record would cause an error message to be generated because the employee is listed on the PMRN for Reading Coaches but the Job Code is not 64021, 64022 or 64023.

Staff Fiscal Year Salaries record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code |
|-----------------|------------------------|--------------------|-------------|----------|
| 61 | 123456789 | 5 | **** | 64021 |
| *61 | 123456780 | 5 | **** | 51027 |

Progress Monitoring and Reporting Network (PMRN)

| District Number | Name | Job Title | School Name |
|-----------------|------------|---------------|----------------|
| 61 | John Smith | Reading Coach | ABC Elementary |
| 61 | Jane Doe | Reading Coach | XYZ Middle |

Staff Demographic Information record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Primary | Employee Name, Legal (Last Name, First Name) |
|-----------------|------------------------|--------------------|-------------|-------------------|----------------------------------------------|
| 61 | 123456789 | 5 | **** | 64021 | Smith, John |
| 61 | 123456780 | 5 | **** | 51027 | Doe, Jane |

DISTRICT RESPONSIBILITY

The district should review the data in the second record and verify the Job Code. If there is an error the district should submit an update to the record.

STAFF FISCAL YEAR SALARIES – EXCEPTION REPORTS

81. If the Job Code is 64021, 64022 or 64023, then one of the Job Code Fund Source codes should be R or S. –exception report-

EXAMPLE

The first record listed below would pass the edit. The second record would cause an error message to be generated because it is listed on the PMRN for Reading Coaches and the Job Code is 64021 and none of the Job Code Fund Source codes is R or S.

Staff Fiscal Year Salaries records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job, Code | Job Code Fund Source |
|--------------------|------------------------------|--------------------------|----------------|--------------|----------------------------|
| 61 | 123456789 | 5 | **** | 64023 | S050G0500000 |
| *61 | 123456780 | 5 | **** | 64021 | G10000000000 |

DISTRICT RESPONSIBILITY

The district should review the data for the second record to verify the entries for Job Code and Job Code Fund Source. If there is an error in the data the district should submit an update to the record.

STAFF FISCAL YEAR SALARIES – EXCEPTION REPORTS

82. If Employee Type on the Staff Demographic Information record is RF, then the sum of Fiscal Year Salary on all Staff Fiscal Year Salaries format records for the employee must not be less than \$4,000. The Staff Fiscal Year Salaries and Staff Demographic Information records should be matched based on District Number, Social Security Number, Survey Period Code and Fiscal Year. – exception report-

EXAMPLE

The first record listed below would pass the edit. The second record would cause an error message to be generated because the Fiscal Year Salary is less than \$4,000 and the Employee Type on the Staff Demographic Information record is RF.

Staff Fiscal Year Salaries records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Fiscal Year Salary |
|-----------------|------------------------|--------------------|-------------|--------------------|
| 61 | 123456789 | 5 | **** | 000750000 |
| *61 | 123456780 | 5 | **** | 000350000 |

Staff Demographic Information records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Employee Type |
|-----------------|------------------------|--------------------|-------------|---------------|
| 61 | 123456789 | 5 | **** | RF |
| 61 | 123456780 | 5 | **** | RF |

DISTRICT RESPONSIBILITY

The district should review the data for the second record to verify the entries for Fiscal Year Salary and Employee Type. If there is an error in the data the district should submit an update to the record.

STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES

1. **District Number must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base 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 data base, the district must correct the District Number and resubmit the record for processing.

2. **Social Security Number (SSN) must be numeric and greater than zero, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-**

EXAMPLE

Social Security Numbers of 0000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

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 data base, the district must correct the Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES

- 3. Survey Period Code must be 2 and must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "3" and the records are coded as Survey Period Code "2." All updates, adds, or deletes that have this inconsistency are rejected.

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 data base, the district must correct the Survey Period Code in the JCL and resubmit the records for processing.

- 4. Fiscal Year must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

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 data base, the district must correct the Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES

5. Multidistrict Employee, Assignment Identifier must be X or Y. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because of an incorrect Multidistrict Employee, Assignment Identifier.

| 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 | **** | Z | 06 |

**** = 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 data base, the district must correct the Multidistrict Employee, Assignment Identifier and resubmit the record for processing.

STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES

6. **Multidistrict Employee, District Number must be numeric and in the range 01 –69, 71-75 or 99. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base 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 data base, the district must correct the Multidistrict Employee, District Number and resubmit the record for processing.

STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES

7. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified, then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D." To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A." Records with an incorrect Transaction Code would be rejected.

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 data base, the district must correct the Transaction Code and resubmit the record for processing.

STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES

8. Each Staff Multidistrict Employee record must be unique based on District Number; Social Security Number; Survey Period Code; Fiscal Year; and Multidistrict Employee, District Number. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first and second record listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record below would be rejected because the key items (District Number; Social Security Number; Survey Period Code; Fiscal Year; and Multidistrict Employee, District Number) duplicate the key items in the first record.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Multidistrict Employee, District Number |
|--------------------|------------------------------|--------------------------|----------------|--------------------------------------------------|
| 03 | 123456789 | 2 | **** | 02 |
| 03 | 123456780 | 2 | **** | 25 |
| * 03 | 123456789 | 2 | **** | 02 |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of "C" rather than "A."

STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES

9. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Staff Number Identifier, Local contains a symbol (@).

| District Number | Staff Number Identifier, Local |
|--------------------|-----------------------------------------|
| 01 | 0123456789 |
| 01 | ABC123DEF9 |
| 01 | 3001 28K |
| * 01 | 2121@xyz |

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 data base, the district must correct the Staff Number Identifier, Local and resubmit the record.

STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES

10. The Staff Number Identifier, Local must not be identical to the Social Security Number. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other edit would cause its rejection. The second record would be rejected because the Staff Number Identifier, Local is the same as the Social Security Number.

| District Number | Social Security Number | Staff Number Identifier, Local |
|--------------------|------------------------------|-----------------------------------------|
| 01 | 123456789 | A000012537 |
| * 01 | 012345678 | 012345678 |

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 data base, the district must correct the Staff Number Identifier, Local or the Social Security Number and resubmit the record.

STAFF MULTIDISTRICT EMPLOYEE - STATE VALIDATION RULES

20. Each Multidistrict Employee record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. -state validation 3-

EXAMPLE

The Staff Multidistrict Employee record below would not pass this edit because there is no matching Staff Demographic Information record based on the key items of District Number, Social Security Number, Survey Period Code and Fiscal Year.

Staff Demographic Information records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home |
|-----------------|------------------------|--------------------|-------------|-----------------------------|
| 03 | 123456789 | 2 | **** | 0481 |
| 03 | 123456780 | 2 | **** | 0481 |

Staff Multidistrict Employee record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Multidistrict Employee, Assignment Identifier | Multidistrict Employee, District Number |
|-----------------|------------------------|--------------------|-------------|-----------------------------------------------|-----------------------------------------|
| * 03 | 123456781 | 2 | **** | X | 02 |

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

DISTRICT RESPONSIBILITY

The district must determine whether the Staff Multidistrict Employee record is valid. If it is valid the district must submit a Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year.

STAFF MULTIDISTRICT EMPLOYEE - STATE VALIDATION RULES

21. Multidistrict Employee, Assignment Identifier must be identical on all of an employee's Multidistrict Employee records. -state validation 3-

EXAMPLE

The records listed below would not pass this edit because the Multidistrict Employee, Assignment Identifier is not identical for all of the employee records submitted.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Multidistrict Employee, Assignment Identifier | Multidistrict Employee, District Number |
|-----------------|------------------------|--------------------|-------------|-----------------------------------------------|-----------------------------------------|
| * 03 | 123456789 | 2 | **** | X | 02 |
| * 03 | 123456789 | 2 | **** | Y | 25 |
| * 03 | 123456789 | 2 | **** | Y | 06 |

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

DISTRICT RESPONSIBILITY

Correct the Multidistrict Employee, Assignment Identifier so that they are all the same.

STAFF PAYROLL INFORMATION _ REJECT RULES

1. **District Number must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base 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 data base, the district must correct the District Number and resubmit the record for processing.

2. **Social Security Number (SSN) must be numeric and greater than zero, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-**

EXAMPLE

Social Security Numbers of 0000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

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 data base, the district must correct the Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

- 3. Survey Period Code must be correct for the submission specified by the district and must be 2 or 3. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "2" and the records are coded as Survey Period Code "3." All updates, adds, or deletes that have this inconsistency are rejected.

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 data base, the district must correct the Survey Period Code either on the records coming in or in the JCL and resubmit the records for processing.

- 4. Fiscal Year must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

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 data base, the district must correct the Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

5. **School Number, Primary/Home must exist on the Master School Identification File as a valid active school in the district of submission. -record rejected-**

EXAMPLE

School Number, Primary/Home 0661 is submitted for District Number 01. Since this School Number, Primary/Home is not found on the Master School Identification File for district 01, the record would be rejected.

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 data base, the district must correct the School Number, Primary/Home and resubmit the record.

6. **Job Code, Primary must equal one of the codes on the Job Code Assignments table as listed in Appendix E of the DOE Information Data Base Requirements: Volume II--Automated Staff Information System Manual. -record rejected-**

EXAMPLE

The two records listed below would not be loaded to the data base because the Job Code, Primary codes reported are not on the Job Code Assignments table.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Job Code, Primary | Job Code FTE |
|-----------------|------------------------|--------------------|-------------|-----------------------------|-------------------|--------------|
| * 03 | 123456789 | 2 | **** | 0481 | 00000 | 100 |
| * 03 | 123456780 | 2 | **** | 0481 | 51000 | 100 |

**** = 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 data base, the district must correct Job Code, Primary by reporting a valid number from the Job Code Assignments table and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

7. Job Code FTE must be numeric, greater than or equal to zero, and less than or equal to 100. If Job Code FTE is not equal to zero, then it must be greater than 004.
-record rejected-

EXAMPLE

The three records listed below would not be loaded to the data base. The first record would be rejected because the Job Code FTE is not numeric. The second record would be rejected because the Job Code FTE is blank. The third record would be rejected because the Job Code FTE is greater than 100.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Job Code, Primary | Job Code FTE |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-------------------------|--------------------|
| * 03 | 123456789 | 2 | **** | 0481 | 53007 | ZZZ |
| * 03 | 123456780 | 2 | **** | 0481 | 51004 | |
| * 03 | 123456781 | 2 | **** | 0481 | 51005 | 101 |

**** = 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 data base, the district must correct the Job Code FTE and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

8. Each of the three Job Code Fund Source codes must be one of the following: B, C, E, G, O, R, S, M, N, P, Q, T, U or zero. -record rejected-

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Job Code Fund Source of "Z" is not a valid code. The second record would be rejected because only the first of the three Job Code Fund Source codes is supplied and the last two are left blank.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Job Code, Primary | Job Code FTE | Job Code Fund Source |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-------------------------|--------------------|-------------------------|
| * 03 | 123456789 | 2 | **** | 0481 | 51073 | 100 | Z050C0500000 |
| * 03 | 123456780 | 2 | **** | 0481 | 51004 | 100 | G100 |

**** = 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 data base, the district must correct the Job Code Fund Source and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

9. Each of the three Job Code Fund Source percentages must be numeric and greater than or equal to zero. -record rejected-

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because Z's rather than zeros are placed in the percentage positions. The second record would be rejected because only the first Job Code Fund Source percentage is included and the last two are left blank.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Job Code, Primary | Job Code FTE | Job Code Fund Source |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-------------------------|--------------------|-------------------------|
| * 03 | 123456789 | 2 | **** | 0481 | 53007 | 100 | G050CO50OZZZ |
| * 03 | 123456780 | 2 | **** | 0481 | 51004 | 100 | G100 |

**** = 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 data base, the district must correct the Job Code Fund Source percentages and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

10. Pay Type code must be H, S, or D. -record rejected-

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Pay Type is invalid. The second record would be rejected because the Pay Type code was left blank.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Job Code, Primary | Pay Type | Pay Rate |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-------------------------|-------------|-------------|
| * 03 | 123456789 | 2 | **** | 0481 | 78030 | Z | 00000850 |
| * 03 | 123456780 | 2 | **** | 0481 | 79027 | | 00000450 |

**** = 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 data base, the district must correct the Pay Type and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

11. Pay Rate must be numeric and greater than zero. -record rejected-

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Pay Rate was left blank. The second record would be rejected because the Pay Rate is not numeric.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Job Code, Primary | Pay Type | Pay Rate |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-------------------------|-------------|-------------|
| * 03 | 123456789 | 2 | **** | 0481 | 78030 | H | |
| * 03 | 123456780 | 2 | **** | 0481 | 79023 | H | ZZZZZZZZ |

**** = 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 data base, the district must correct the Pay Rate and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

12. Pay Frequency must be numeric and greater than or equal to zero. -record rejected-

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Pay Frequency was left blank. The second record would be rejected because the Pay Frequency is Z filled.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Job Code, Primary | Pay Type | Pay Rate | Pay Frequency |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-------------------------|-------------|-------------|------------------|
| * 03 | 123456789 | 2 | **** | 0481 | 53007 | S | 00217500 | |
| * 03 | 123456780 | 2 | **** | 0481 | 51004 | S | 00217500 | ZZZZ |

**** = 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 data base, the district must correct the Pay Frequency and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

13. Pay Class code must be A, I, E, or O. -record rejected-

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Pay Class is blank. The second record would be rejected because the Pay Class is invalid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Job Code, Primary | Pay Type | Pay Rate | Pay Class |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-------------------------|-------------|-------------|--------------|
| * 03 | 123456789 | 2 | **** | 0481 | 53007 | S | 00217500 | |
| * 03 | 123456780 | 2 | **** | 0481 | 51004 | S | 00217500 | U |

**** = 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 data base, the district must correct the Pay Class and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

14. If Job Code, Primary is not 71001 or 72000, then Duty Days must be numeric, greater than or equal to zero, and not more than 265. -record rejected-

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because Duty Days is greater than 265. The second record would be rejected because Duty Days is not numeric.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Job Code, Primary | Pay Type | Pay Rate | Duty Days |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-------------------------|-------------|-------------|--------------|
| * 03 | 123456789 | 2 | **** | 0481 | 53007 | S | 00217500 | 367 |
| * 03 | 123456780 | 2 | **** | 0481 | 51004 | S | 00217500 | ZZZ |

**** = 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 data base, the district must correct the Duty Days and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

15. Employment Length must be numeric, greater than or equal to zero and less than or equal to 12.0. Since this value must be rounded to the nearest half month, all values must end in either zero or five. -record rejected-

EXAMPLE

The three records listed below would not be loaded to the data. The first record would be rejected because the Employment Length is not rounded to zero or five. The second record would be rejected because the Employment Length is not numeric. The third record would be rejected because the Employment Length is greater than twelve.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Job Code, Primary | Pay Type | Pay Rate | Employment Length |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-------------------------|-------------|-------------|----------------------|
| * 03 | 123456789 | 2 | **** | 0481 | 53007 | S | 00217500 | 103 |
| * 03 | 123456780 | 2 | **** | 0481 | 51004 | S | 00217500 | ZZZ |
| * 03 | 123456781 | 2 | **** | 0481 | 51001 | S | 00217500 | 125 |

**** = 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 data base, the district must correct the Employment Length and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

16. Employment Status Code must be A or P. -record rejected-

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Employment Status Code is blank. The second record would be rejected because the Employment Status Code is invalid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Job Code, Primary | Pay Type | Pay Rate | Employment Status Code |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-------------------------|-------------|-------------|------------------------------|
| * 03 | 123456781 | 2 | **** | 0481 | 51059 | S | 00227500 | |
| * 03 | 123456780 | 2 | **** | 0481 | 51059 | S | 00217500 | T |

**** = 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 data base, the district must correct the Employment Status Codes and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

17. Employee Type code must be RF, RP, TF, TP, or ST. -record rejected-

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Employee Type is blank. The second record would be rejected because the Employee Type is invalid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Job Code, Primary | Pay Type | Pay Rate | Employee Type |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-------------------------|-------------|-------------|------------------|
| * 03 | 123456789 | 2 | **** | 0481 | 78030 | H | 00000850 | |
| * 03 | 123456780 | 2 | **** | 0481 | 79027 | H | 00000450 | RT |

**** = 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 data base, the district must correct the Employee Type and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

18. If Job Code, Primary = 71001, then School Number, Primary/Home must be 9001.
-record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the School Number, Primary/Home is not valid for the Job Code, Primary.

| District Number | Social Security Number | Survey Period Code | School Number, Primary/Home | Fiscal Year | Job Code, Primary |
|--------------------|------------------------------|--------------------------|--------------------------------|----------------|----------------------|
| 03 | 123456789 | 2 | 9001 | **** | 71001 |
| * 03 | 123456780 | 2 | 0101 | **** | 71001 |

**** = 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 data base, the district must correct the School Number, Primary/Home or the Job Code, Primary and resubmit the record for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

19. Salary Schedule Pay Lane must be 0-8. -record rejected-

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Salary Schedule Pay Lane is blank. The second record would be rejected because the Salary Schedule Pay Lane is invalid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Job Code, Primary | Pay Type | Pay Rate | Salary Schedule Pay Lane |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-------------------------|-------------|-------------|-----------------------------------|
| * 03 | 123456789 | 2 | **** | 0481 | 53007 | S | 00217500 | |
| * 03 | 123456780 | 2 | **** | 0481 | 51004 | S | 00217500 | 9 |

**** = 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 data base, the district must correct the Salary Schedule Pay Lane and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

20. Salary Schedule Step must be numeric, from 00 through 99. -record rejected-

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Salary Schedule Step is blank. The second record would be rejected because the Salary Schedule Step is not numeric.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Job Code, Primary | Pay Type | Pay Rate | Salary Schedule Step |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-------------------------|-------------|-------------|----------------------------|
| * 03 | 123456789 | 2 | **** | 0481 | 53007 | S | 00217500 | |
| * 03 | 123456780 | 2 | **** | 0481 | 51004 | S | 00217500 | ZZ |

**** = 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 data base, the district must correct the Salary Schedule Step and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

21. The Transaction Code must be A, C, or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified, then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D." To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A." Records with an incorrect Transaction Code would be rejected.

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 data base, the district must correct the Transaction Code and resubmit the records for processing with the correct Transaction Code.

STAFF PAYROLL INFORMATION _ REJECT RULES

22. If the employee's Job Code places the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the first 25 characters of Address, Mailing must not all be blank. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the first 25 characters of Address, Mailing contains all blanks.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Address, Mailing (characters 1-25) | Job Code, Primary |
|--------------------|------------------------------|--------------------------|----------------|------------------------------------------|-------------------------|
| 03 | 123456789 | 2 | **** | 2200 Sunshine Road | 51058 |
| * 03 | 123456780 | 2 | **** | | 51058 |

**** = 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 data base, the district must correct the Address, Mailing so that the first 25 characters contain the employee's street number and name, P.O. box, or apartment number, etc. and resubmit the record for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

23. If the employee's Job Code places the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the city in Address, Mailing must not be all blanks. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the city contains all blanks.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Address, Mailing City | Job Code, Primary |
|--------------------|------------------------------|--------------------------|----------------|-----------------------------|-------------------------|
| 13 | 123456789 | 2 | **** | Miami | 51058 |
| * 13 | 123456780 | 2 | **** | | 51058 |

**** = 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 data base, the district must correct the Address, Mailing to contain the employee's city and resubmit the record for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

24. If the employee's Job Code places the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the state code in Address, Mailing must be one of those listed in Appendix H: State Codes in the DOE Information Data Base Requirements: Volume II - Automated Staff Information System. If the employee's Job Code does not place the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the state code must either be blank or it must be a valid state code as listed in Appendix H: State Codes. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the state code is not a valid code from the State Code listing.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Address, Mailing State | Job Code, Primary |
|--------------------|------------------------------|--------------------------|----------------|------------------------------|-------------------------|
| 03 | 123456789 | 2 | **** | FL | 51058 |
| * 03 | 123456780 | 2 | **** | FF | 51058 |
| 03 | 123456790 | 2 | **** | | 73091 |

**** = 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 data base, the district must correct the Address, Mailing to contain a valid state code and resubmit the record for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

25. If the employee's Job Code places the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then each character of zip code in Address, Mailing must be numerical and the first five characters taken together must contain a number greater than zero. If the employee's Job Code does not place the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the zip code must either be blank or must follow the above edit rule. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the zip code contains all zeroes.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Address, Mailing Zip Code | Job Code, Primary |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------|-------------------------|
| 03 | 123456789 | 2 | **** | 324010000 | 51058 |
| * 03 | 123456780 | 2 | **** | 000000000 | 51058 |
| 03 | 123456790 | 2 | **** | | 73091 |

**** = 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 data base, the district must correct the Address, Mailing to contain a valid zip code and resubmit the record for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

➡ 26. Personnel Evaluation code must be C-G or Z. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Personnel Evaluation code is not a valid code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Personnel Evaluation |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-------------------------|
| 03 | 123456788 | 3 | **** | 0081 | D |
| * 03 | 123456789 | 3 | **** | 0081 | R |

**** = 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 data base, the district must correct the Personnel Evaluation code and resubmit the record for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

- ➡ 27. If the employee's Job Code places the employee on lines 21-33, inclusive, of the Public Schools Staff Survey - EEO-5, Employee Type is RF, RP or TF, and Employment Date, Current Position is between 20110701 and 20111001, then the Personnel Evaluation code must be C-G. -record rejected-

EXAMPLE

- ➡ The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the correct relationship does not exist between the Personnel Evaluation code for the Job Code, Primary and the Employment Date, Current Position.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Primary | Personnel Evaluation | Employment Date, Current Position |
|-----------------|------------------------|--------------------|-------------|-------------------|----------------------|-----------------------------------|
| 03 | 123456788 | 3 | **** | 51051 | D | 20110731 |
| *03 | 123456789 | 3 | **** | 51062 | Z | 20110801 |
| 03 | 123456791 | 3 | **** | 61232 | Z | 20110925 |

**** = 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 data base, the district must correct the Personnel Evaluation code, the Job Code, Primary or the Employment Date, Current Position and resubmit the record for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

28. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Staff Number Identifier, Local contains a symbol (@).

| District Number | Staff Number Identifier, Local |
|--------------------|-----------------------------------------|
| 01 | 0123456789 |
| 01 | ABC123DEF9 |
| 01 | 3001 28K |
| * 01 | 2121@xyz |

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 data base, the district must correct the Staff Number Identifier, Local and resubmit the record.

STAFF PAYROLL INFORMATION _ REJECT RULES

29. The Staff Number Identifier, Local must not be identical to the Social Security Number. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other edit would cause its rejection. The second record would be rejected because the Staff Number Identifier, Local is the same as the Social Security Number.

| District Number | Social Security Number | Staff Number Identifier, Local |
|--------------------|------------------------------|-----------------------------------------|
| 01 | 123456789 | A000012537 |
| * 01 | 012345678 | 012345678 |

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 data base, the district must correct the Staff Number Identifier, Local or the Social Security Number and resubmit the record.

STAFF PAYROLL INFORMATION _ REJECT RULES

30. At least one of the three Job Code Fund Source codes must be nonzero. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because each of the three Job Code Fund Source codes is zero.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Primary | Pay Type | Pay Rate | Job Code Fund Source |
|--------------------|------------------------------|--------------------------|----------------|-------------------------|-------------|-------------|----------------------------|
| 03 | 123456780 | 2 | **** | 51004 | S | 00217500 | G10000000000 |
| * 03 | 123456789 | 2 | **** | 53007 | S | 00217500 | 000000000000 |

**** = 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 data base, the district must correct the Job Code Fund Source so that there is a valid nonzero job code in at least one of the three Job Code Fund Source positions and resubmit the record for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

31. Any one Job Code Fund Source code can appear only once on a Staff Payroll record. For purposes of this edit, zero (used where there are fewer than three fund sources) is NOT treated as a Job Code Fund Source code. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Job Code Fund Source of "G" appears twice.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Job Code, Primary | Pay Type | Pay Rate | Job Code Fund Source |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-------------------------|-------------|-------------|----------------------------|
| 03 | 123456780 | 2 | **** | 0481 | 51004 | S | 00217500 | G10000000000 |
| * 03 | 123456789 | 2 | **** | 0481 | 53007 | S | 00217500 | GO50GO50000 |

**** = 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 data base, the district must correct the Job Code Fund Source so there is no repetition within that record and resubmit the record for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

32. The three Job Code Fund Source percentages on a Staff Payroll record must add up to 100 percent. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Job Code Fund Source percentages add up to 90 instead of to 100.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Primary | Pay Type | Pay Rate | Job Code Fund Source |
|--------------------|------------------------------|--------------------------|----------------|-------------------------|-------------|-------------|----------------------------|
| 03 | 123456780 | 2 | **** | 51004 | S | 00217500 | G10000000000 |
| * 03 | 123456789 | 2 | **** | 51073 | S | 00217500 | G050B0400000 |

**** = 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 data base, the district must correct the Job Code Fund Source percentages so that they add up to 100 and resubmit the record for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

**36. Pay Frequency may be zero for temporary part-time or student employees only.
-record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Pay Frequency is zero and the employee is not a temporary part-time or student employee.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Job Code, Primary | Pay Type | Employee Type | Pay Frequency |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-------------------------|-------------|------------------|------------------|
| 03 | 123456780 | 2 | **** | 0481 | 51004 | S | TP | 0000 |
| * 03 | 123456789 | 2 | **** | 0481 | 78030 | H | TF | 0000 |

**** = 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 data base, the district must correct the relationship between the Pay Frequency and Employee Type and resubmit the record for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

37. Job Code FTE may be equal to or greater than zero for temporary part-time employees, student employees and substitute teachers (Job Code, Primary codes equal to 51080, 52080, 53080, 54080, 55080 or 59080), but must be greater than zero for all other employees. -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fourth record would be rejected because the Job Code FTE is invalid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Job Code, Primary | Job Code FTE | Employee Type |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-------------------------|--------------------|------------------|
| 03 | 123456782 | 2 | **** | 9001 | 61094 | 000 | ST |
| 03 | 123456789 | 2 | **** | 0481 | 51080 | 000 | TF |
| 03 | 123456780 | 2 | **** | 0481 | 51004 | 000 | TP |
| * 03 | 123456781 | 2 | **** | 0481 | 53007 | 000 | RF |

**** = 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 data base, the district must correct the Job Code FTE and resubmit the record for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

38. Duty Days may be zero or greater than zero for temporary or student employees and substitute teachers (Job Code, Primary codes equal to 51080, 52080, 53080, 54080, 55080 or 59080), but must be greater than zero for all other employees. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because Duty Days is zero for a regular full-time employee.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Job Code, Primary | Job Code FTE | Employee Type | Duty Days |
|-----------------|------------------------|--------------------|-------------|-----------------------------|-------------------|--------------|---------------|-----------|
| 03 | 123456789 | 2 | **** | 0481 | 51080 | 000 | TF | 090 |
| 03 | 123456780 | 2 | **** | 0481 | 51004 | 000 | TP | 000 |
| * 03 | 123456781 | 2 | **** | 0481 | 53007 | 100 | RF | 000 |

**** = 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 data base, the district must correct the Duty Days to be the standard number of working days for a regular full-time employee and resubmit the record for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

39. Employment Length may be zero for temporary employees, student employees, and substitute teachers (Job Code, Primary equal to 51080, 52080, 53080, 54080, 55080 or 59080), but must be greater than zero for all other employees. -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fourth record listed below would be rejected because Employment Length is zero for a regular full-time employee.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Job Code, Primary | Job Code FTE | Employee Type | Employment Length |
|-----------------|------------------------|--------------------|-------------|-----------------------------|-------------------|--------------|---------------|-------------------|
| 03 | 123456782 | 2 | **** | 9001 | 61094 | 000 | ST | 000 |
| 03 | 123456789 | 2 | **** | 0481 | 51080 | 000 | TF | 090 |
| 03 | 123456780 | 2 | **** | 0481 | 51004 | 000 | TP | 000 |
| * 03 | 123456781 | 2 | **** | 0481 | 53007 | 100 | RF | 000 |

**** = 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 data base, the district must correct the Employment Length to be the standard number of months for a regular full-time employee and resubmit the record for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

40. The calculated annual salary (based on the formulas below) must not be greater than \$300,000. -record rejected-

Formulas for calculating annual salary based on Pay Type:

If Pay Type is S, then multiply Pay Rate x Pay Frequency

If Pay Type is H, then multiply Pay Rate x Pay Frequency x Duty Days

If Pay Type is D, then multiply Pay Rate x Duty Days

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second, third and fourth records below would be rejected because the calculated annual salary is greater than \$300,000.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Primary | Pay Type | Pay Rate | Pay Frequency | Duty Days |
|-----------------|------------------------|--------------------|-------------|-------------------|----------|----------|---------------|-----------|
| 03 | 123456780 | 2 | **** | 51004 | S | 00712500 | 1200 | 199 |
| * 03 | 123456789 | 2 | **** | 53007 | S | 01175000 | 2600 | 244 |
| * 03 | 123456781 | 2 | **** | 63049 | H | 00015800 | 0800 | 253 |
| * 03 | 123456782 | 2 | **** | 72000 | D | 00092500 | 0500 | 365 |

**** = 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 data base, the district must correct the Pay Frequency, Pay Rate, Duty Days or Pay Type, as appropriate, and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

41. Salary Schedule Pay Lane code must be 1-8 for instructional employees (Pay Class equals I), and zero for all other employee classes. -record rejected-

EXAMPLE

The three records listed below would not be loaded to the data base. The first and second records would be rejected because the Salary Schedule Pay Lane is "0" for an instructional employee. The third record would be rejected because the Salary Schedule Pay Lane is "1" for a noninstructional employee.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Job Code, Primary | Job Code FTE | Pay Class | Salary Schedule Pay Lane |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-------------------------|--------------------|--------------|-----------------------------------|
| * 03 | 123456789 | 2 | **** | 0481 | 51080 | 000 | I | 0 |
| * 03 | 123456780 | 2 | **** | 0481 | 51004 | 100 | I | 0 |
| * 03 | 123456781 | 2 | **** | 0481 | 77591 | 100 | O | 1 |

**** = 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 data base, the district must correct the relationship between the Salary Schedule Pay Lane and Pay Class and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

42. Salary Schedule Step must be 00-97 for instructional employees not paid on a flat rate (Salary Schedule Pay Lane code equals 1-7), 98 for flat rate employees (Salary Schedule Pay Lane code equals 8), and 99 for employees not paid on the regular instructional personnel salary schedule (Salary Schedule Pay Lane code equals 0). -record rejected-

EXAMPLE

The three records list below would not be loaded to the data base. The first record would be rejected because a Salary Schedule Step of 99 is not valid for an employee paid on a flat rate schedule. The second record would be rejected because a Salary Schedule Step of 99 is not valid for an employee who is not paid on a flat rate schedule. The third record would be rejected because a Salary Schedule Step of 07 is not valid for an employee not paid on the regular instructional personnel salary schedule.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Job Code, Primary | Job Code FTE | Pay Class | Salary Schedule Pay Lane | Salary Schedule Step |
|-----------------|------------------------|--------------------|-------------|-----------------------------|-------------------|--------------|-----------|--------------------------|----------------------|
| * 03 | 123456789 | 2 | **** | 0481 | 51080 | 000 | I | 8 | 99 |
| * 03 | 123456780 | 2 | **** | 0481 | 51004 | 100 | I | 3 | 99 |
| * 03 | 123456781 | 2 | **** | 0481 | 77591 | 100 | O | 0 | 07 |

**** = 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 data base, the district must correct the relationship between the Salary Schedule Pay Lane and Salary Schedule Step and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

43. Each Staff Payroll record must be unique based on District Number; Social Security Number; Survey Period Code; Fiscal Year; Job Code, Primary and Employee Type code. -first record accepted, all others rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record below would be rejected because the key items (District Number; Social Security Number; Survey Period Code; Fiscal Year; Job Code, Primary and Employee Type code) duplicate the key items in the first record.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Job Code, Primary | Job Code FTE | Employee Type |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-------------------------|--------------------|------------------|
| 03 | 123456789 | 2 | **** | 0481 | 51080 | 100 | RF |
| 03 | 123456780 | 2 | **** | 0481 | 51004 | 100 | RF |
| * 03 | 123456789 | 2 | **** | 0481 | 51080 | 050 | RF |

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

DISTRICT RESPONSIBILITY

If, in fact, the last record should not have been submitted, the district would not have to take any action. The record was rejected. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of "C" rather than "A."

STAFF PAYROLL INFORMATION _ REJECT RULES

44. If the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the calculated annual salary (based on the formulas below) must not be greater than \$120,000. -record rejected-

Formulas for calculating annual salary based on Pay Type:

If Pay Type is S, then multiply Pay Rate x Pay Frequency

If Pay Type is H, then multiply Pay Rate x Pay Frequency x Duty Days

If Pay Type is D, then multiply Pay Rate x Duty Days

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the calculated annual salary is greater than \$120,000.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Primary | Pay Type | Pay Rate | Pay Frequency | Duty Days |
|-----------------|------------------------|--------------------|-------------|-------------------|----------|----------|---------------|-----------|
| 03 | 123456780 | 2 | **** | 51004 | S | 00364409 | 2200 | 199 |
| * 03 | 123456781 | 2 | **** | 52018 | H | 00005800 | 0800 | 260 |
| * 03 | 123456782 | 2 | **** | 63012 | D | 00048550 | 0500 | 251 |

**** = 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 data base, the district must correct the Pay Frequency, Pay Rate, Duty Days or Pay Type, as appropriate, and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

- ➡ 45. If the employee's Job Code, Primary is 51080, 52080, 53080, 54080, 55080 or 59080, then the Personnel Evaluation code must be Z. -record rejected-

EXAMPLE

- ➡ The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Personnel Evaluation code is not valid for the Job Code, Primary.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Primary | Personnel Evaluation | Employee Type |
|-----------------|------------------------|--------------------|-------------|-------------------|----------------------|---------------|
| 03 | 123456788 | 3 | **** | 53080 | Z | RF |
| *03 | 123456789 | 3 | **** | 51080 | D | TF |
| 03 | 123456791 | 3 | **** | 59080 | Z | RP |

**** = 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 data base, the district must correct the Personnel Evaluation code or Job Code, Primary and resubmit the record for processing.

STAFF PAYROLL INFORMATION - STATE VALIDATION RULES

50. Each Staff Payroll record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-

****ALLOWABLE for Batch/update****

EXAMPLE

The Staff Payroll record listed below would cause an error message to be generated because there is no matching Staff Demographic Information record based on the key items of District Number, Social Security Number, Survey Period Code and Fiscal Year.

Staff Demographic Information record

| District Number | Social Security Number | Survey Period Code | Fiscal Year |
|-----------------|------------------------|--------------------|-------------|
| 03 | 123456789 | 2 | **** |
| 03 | 123456780 | 2 | **** |

Staff Payroll record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Job Code, Primary | Pay Type | Pay Rate |
|-----------------|------------------------|--------------------|-------------|-----------------------------|-------------------|----------|----------|
| * 03 | 123456781 | 2 | **** | 0481 | 53007 | S | 00217500 |

DISTRICT RESPONSIBILITY

The district must verify that the Staff Payroll record is valid, then submit a Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year.

STAFF PAYROLL INFORMATION - STATE VALIDATION RULES

51. No Staff Payroll record may have a matching Staff Additional Job Assignment record where the employee's Job Code, Primary is the same as the employee's Job Code, Additional. -state validation 3-

EXAMPLE

The Staff Payroll record listed below would not pass this edit because the Job Code, Primary is the same as the Job Code, Additional on the Staff Additional Job Assignment record.

Staff Payroll record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Primary |
|--------------------|------------------------------|--------------------------|----------------|-------------------------|
| 03 | 123456781 | 2 | **** | 53007 |

Staff Additional Job Assignment record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Additional |
|--------------------|------------------------------|--------------------------|----------------|----------------------------|
| * 03 | 123456781 | 2 | **** | 53007 |

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

DISTRICT RESPONSIBILITY

The district must verify that the Staff Payroll record is valid and correct the Job Code, Additional on the Staff Additional Job Assignment record so that it is not identical to the Job Code, Primary.

STAFF PAYROLL INFORMATION - STATE VALIDATION RULES

52. If Job Code FTE equals zero on all Payroll records for an employee, then there must not be an Additional Job Assignment record for that employee. -state validation 3-

EXAMPLE

The Staff Additional Job Assignment record listed below would not pass this edit because it has a reported Job Code FTE of "050" with a Staff Payroll record reporting a Job Code FTE of "000" for the same employee.

Staff Payroll record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Job Code, Primary | Job Code FTE |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-------------------------|--------------------|
| 03 | 123456781 | 2 | **** | 0481 | 51080 | 000 |

Staff Additional Job Assignment record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number | Job Code, Additional | Job Code FTE |
|--------------------|------------------------------|--------------------------|----------------|------------------|----------------------------|--------------------|
| * 03 | 123456781 | 2 | **** | 0481 | 53007 | 050 |

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

DISTRICT RESPONSIBILITY

The district must determine whether the Staff Additional Job Assignment record is valid and correct the Job Code, FTE on the appropriate record or change the Job Code, Primary and Job Code, Additional to accurately reflect the jobs the employee holds.

STAFF PAYROLL INFORMATION - STATE VALIDATION RULES

➔ **53. For each employee, at least one Staff Payroll record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Fiscal Year, Survey Period Code and Employee Type. -state validation-**

EXAMPLE

The first Staff Payroll record listed below would cause an error message to be generated because there is no matching Staff Demographic Information record based on the key items of District Number, Fiscal Year, Survey Period Code, Social Security Number and Employee Type. The second and third records would pass the edit because there is a matching Staff Demographic record for this employee.

Staff Payroll records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Employee Type |
|-----------------|------------------------|--------------------|-------------|---------------|
| * 03 | 123456781 | 2 | **** | RF |
| 03 | 444332222 | 2 | **** | RF |
| 03 | 444332222 | 2 | **** | TP |

Staff Demographic Information record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Employee Type |
|-----------------|------------------------|--------------------|-------------|---------------|
| 03 | 123456789 | 2 | **** | TF |
| 03 | 444332222 | 2 | **** | RF |

DISTRICT RESPONSIBILITY

The district must verify that the Staff Payroll record is valid, then submit a Staff Demographic Information record based on District Number, Social Security Number and Employee Type or change the Employee Type on one of the records so that a match exists.

STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

60. If Survey Period is 2 or 3 and the employee's Job Code places the employee on lines 8-43, inclusive, of the Public Schools Staff Survey - EEO-5, excluding substitute teachers (Job Code, Primary code equal to 51080, 52080, 53080, 54080, 55080 or 59080), then the Payroll record should have a matching Experience format based on District Number, Social Security Number, Survey Period Code, and Fiscal Year. -exception report-

EXAMPLE

The first record below would pass the edit because the employee has a matching Staff Experience record. The second record below would cause a message to be generated because this employee, who has a Job Code, Primary placing the employee on the Public Schools Staff Survey EEO-5 line 24, does not have a matching Staff Experience record (based on District Number, Social Security Number, Survey Period Code and Fiscal Year).

Staff Payroll Record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Primary |
|-----------------|------------------------|--------------------|-------------|-------------------|
| 13 | 123456789 | 2 | **** | 51058 |
| * 13 | 123456780 | 2 | **** | 51058 |

Staff Experience Record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Experience Type | Experience Length |
|-----------------|------------------------|--------------------|-------------|-----------------|-------------------|
| 13 | 123456789 | 2 | **** | F | 04 |

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

DISTRICT RESPONSIBILITY

The district should verify the Job Code, Primary and correct it if in error or submit a matching Staff Experience record.

STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

61. If Employment Status Code is A; and Pay Class is I; and Employee Type is RF or TF; and Salary Schedule Pay Lane is greater than zero; and Salary Schedule Step is 00-98; then the calculated annual salary (based on the formulas below) must not be less than \$18,000. -exception report-

Formulas for calculating annual salary based on Pay Type:

If Pay Type is S, then multiply Pay Rate x Pay Frequency

If Pay Type is H, then multiply Pay Rate x Pay Frequency x Duty Days

If Pay Type is D, then multiply Pay Rate x Duty Days

EXAMPLE

The first and second records listed below would cause a message to be generated because the calculated annual salary is less than \$18,000.

| Pay Type | Employment Status Code | Pay Class | Employee Type | Salary Schedule Pay Lane | Salary Schedule Step | Pay Frequency | Pay Rate |
|----------|------------------------|-----------|---------------|--------------------------|----------------------|---------------|----------|
| * S | A | I | RF | 1 | 00 | 1200 | 00072500 |
| * S | A | I | TF | 3 | 20 | 2600 | 00068000 |
| S | A | I | RF | 6 | 05 | 1200 | 00625000 |

DISTRICT RESPONSIBILITY

The district should verify the Pay Type and the information provided for Pay Frequency, Pay Rate and Duty Days and if in error correct the records.

STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

62. If the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, excluding substitute teachers (Job Code, Primary code equal to 51080, 52080, 53080, 54080, 55080 or 59080), then the Employment Length must be greater than 04.0. -exception report-

EXAMPLE

The first record listed below would cause a message to be generated because the employee has a job code that falls within lines 21-43 of the EEO-5 survey but the reported Employment Length is less than four. The second record would not cause an error message because the job code is for a substitute teacher.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/ Home | Job Code, Primary | Employment Length |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------|-------------------------|----------------------|
| * 03 | 123456789 | 2 | **** | 0481 | 53007 | 025 |
| 03 | 123456780 | 2 | **** | 0481 | 51080 | 020 |

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

DISTRICT RESPONSIBILITY

The district should verify the Employment Length and if in error correct the record.

STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

63. If District Number and Employee Name, Legal (Last Name, First Name) are on the file of Progress Monitoring and Reporting Network (PMRN) for Reading Coaches then Job Code, Primary or Job Code, Additional (on the Staff Additional Job Assignment format) on at least one of their records should be 64021, 64022 or 64023. –exception report-

EXAMPLE

The second Staff Payroll Information record listed below would not pass this edit because neither the Job Code, Primary nor the Job Code, Additional is 64021, 64022 or 64023 and the employee's name is listed on the PMRN for Reading Coaches in the district. The first Staff Payroll Information record would pass this edit because the matching Staff Additional Job Assignment record has a job code of 64021.

Staff Payroll Information record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Primary |
|-----------------|------------------------|--------------------|-------------|-------------------|
| 03 | 123456781 | 2 | **** | 51043 |
| *03 | 123456785 | 2 | **** | 51027 |

Staff Additional Job Assignment record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Additional |
|-----------------|------------------------|--------------------|-------------|----------------------|
| 03 | 123456781 | 2 | **** | 64021 |
| 03 | 123456785 | 2 | **** | 51085 |

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

STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

Progress Monitoring and Reporting Network (PMRN)

| District Number | Name | Job Title | School Name |
|--------------------|------------|---------------|----------------|
| 03 | John Smith | Reading Coach | ABC Elementary |
| 03 | Jane Doe | Reading Coach | XYZ Middle |

Staff Demographic Information record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Primary | Employee Name, Legal (Last Name, First Name) |
|--------------------|------------------------------|--------------------------|----------------|----------------------|----------------------------------------------------|
| 03 | 123456781 | 2 | **** | 51043 | Smith, John |
| 03 | 123456785 | 2 | **** | 51027 | Doe, Jane |

DISTRICT RESPONSIBILITY

The district must review the records to determine whether Jane Doe holds the job of Reading Coach. If Jane Doe is a Reading Coach then the district must submit a correction to the Job Code, Primary or Job Code, Additional. If Jane Doe is not a Reading Coach then no revisions to the staff data base records are necessary.

STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

64. If Job Code, Primary is 64021, 64022 or 64023, then one of the Job Code Fund Source codes should be R or S. –exception report-

EXAMPLE

The first record listed below would pass the edit. The second record would cause an error message to be generated because the employee has a Job Code, Primary of 64021 and none of the Job Code Fund Source codes is R or S.

Staff Payroll Information record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Primary | Job Code Fund Source |
|--------------------|------------------------------|--------------------------|----------------|----------------------|----------------------------|
| 61 | 123456789 | 2 | **** | 64023 | S050G0500000 |
| *61 | 123456780 | 2 | **** | 64021 | G10000000000 |

DISTRICT RESPONSIBILITY

The district should review the data in the second record to verify the entries for Job Code, Primary and Job Code Fund Source. If there is an error in the data the district should submit an update to the record.

STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

65. If Employee Type is RF, then the calculated annual salary (based on the formulas below) must not be less than \$4,000. –exception report-

Formulas for calculating annual salary based on Pay Type:

If Pay Type is S, then multiply Pay Rate x Pay Frequency

If Pay Type is H, then multiply Pay Rate x Pay Frequency x Duty Days

If Pay Type is D, then multiply Pay Rate x Duty Days

EXAMPLE

The second and third records listed below would cause a message to be generated because the calculated annual salary is less than \$4,000.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Employee Type | Pay Type | Pay Rate | Pay Frequency | Duty Days |
|--------------------|------------------------------|--------------------------|----------------|------------------|-------------|-------------|------------------|--------------|
| 03 | 123456780 | 2 | **** | RF | S | 00034953 | 1200 | 247 |
| * 03 | 123456781 | 2 | **** | RF | H | 00001225 | 0100 | 260 |
| * 03 | 123456782 | 2 | **** | RF | D | 00001800 | 0100 | 180 |

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

DISTRICT RESPONSIBILITY

The district should verify the information for Employee Type, Pay Type, Pay Frequency, Pay Rate and Duty Days and if in error correct the records.

STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

66. If Employee Type is RF and if the employee's Job Code places the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the sum of staff benefits (Selected Benefits, Frequency multiplied by Selected Benefits, Value) across all Staff Benefits records for the employee cannot exceed fifty percent of the calculated annual salary (based on the formulas below) for the employee. If Employee Type is RF and if the employee's Job Code places the employee on lines 44-54, inclusive, of the Public Schools Staff Survey - EEO-5, then the sum of staff benefits (Selected Benefits, Frequency multiplied by Selected Benefits, Value) across all Staff Benefits records for the employee cannot exceed seventy-five percent of the calculated annual salary (based on the formulas below) for the employee. The Staff Benefits and Staff Payroll records should be matched based on District Number, Social Security Number, Survey Period Code and Fiscal Year. -exception report-

Formulas for calculating annual salary based on Pay Type:

If Pay Type is S, then multiply Pay Rate x Pay Frequency

If Pay Type is H, then multiply Pay Rate x Pay Frequency x Duty Days

If Pay Type is D, then multiply Pay Rate x Duty Days

EXAMPLE

The second Staff Payroll record listed below would cause a message to be generated because the total staff benefits for this employee is greater than fifty percent of the employee's calculated annual salary. The first Staff Payroll record listed below would pass this edit.

Staff Payroll record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Employee Type | Job Code Primary | Pay Type | Pay Rate | Pay Frequency | Duty Days |
|-----------------|------------------------|--------------------|-------------|---------------|------------------|----------|----------|---------------|-----------|
| 03 | 123456789 | 2 | **** | RF | 63105 | S | 00175000 | 2600 | 244 |
| * 03 | 123456782 | 2 | **** | RF | 51028 | D | 00032500 | 0500 | 260 |

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

STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

Staff Benefits record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Selected Benefits, Type | Selected Benefits, Frequency | Selected Benefits, Value |
|--------------------|------------------------------|--------------------------|----------------|-------------------------------|------------------------------------|--------------------------------|
| 03 | 123456789 | 2 | **** | K | 1200 | 00012500 |
| 03 | 123456789 | 2 | **** | D | 1200 | 00020250 |
| 03 | 123456782 | 2 | **** | A | 1200 | 00165000 |
| 03 | 123456782 | 2 | **** | B | 1000 | 00087000 |
| 03 | 123456782 | 2 | **** | D | 2400 | 00063000 |

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

DISTRICT RESPONSIBILITY

The district must review the Staff Payroll record information and the benefits information on all Staff Benefits records for the employee and if in error correct the appropriate record.

STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

- 1. District Number must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base 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 data base, the district must correct the District Number and resubmit the record for processing.

- 2. School Number, Primary/Home must exist on the Master School Identification File as a valid active in the district of submission. -record rejected-**

EXAMPLE

School Number, Primary/Home 0661 is submitted for District Number 01. Since this School Number, Primary/Home is not found on the Master School Identification File for district 01, the record would be rejected.

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 data base, the district must correct the School Number, Primary/Home and resubmit the record for processing.

STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

- 3. Social Security Number (SSN) must be numeric and greater than zero, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-**

EXAMPLE

Social Security Numbers of 000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

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 data base, the district must correct the Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

- 4. Survey Period Code must be 5 and must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "5" and the records are coded as Survey Period code "3." All updates, adds, or deletes that have this inconsistency are rejected.

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 data base, the district must correct the Survey Period Code on the records being submitted and resubmit the records for processing.

STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

5. **Fiscal Year must be correct for the submission specified by the district.**
-record rejected-

EXAMPLE

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

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 data base, the district must correct the Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

6. **Professional Development, Learning Method must be A, B, C, D, F or G.**
-record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because the codes for Professional Development, Learning Method are invalid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Professional Development, Learning Method |
|-----------------|------------------------|--------------------|-------------|-------------------------------------------|
| 03 | 123456789 | 5 | **** | C |
| * 03 | 123456780 | 5 | **** | S |
| * 03 | 123456781 | 5 | **** | M |

**** = 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 data base, the district must correct the Professional Development, Learning Method and resubmit the records for processing.

STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

7. Professional Development, Evaluation Method, Staff must be A, B, C, D or Z.
Z. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Professional Development, Evaluation Method, Staff are invalid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Professional Development, Evaluation Method, Staff |
|--------------------|------------------------------|--------------------------|----------------|-------------------------------------------------------------|
| 03 | 123456789 | 5 | **** | C |
| * 03 | 123456780 | 5 | **** | G |
| * 03 | 123456781 | 5 | **** | M |

**** = 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 data base, the district must correct the Professional Development, Evaluation Method, Staff and resubmit the records for processing.

STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

8. Professional Development, Participation Hours must be numeric, greater than zero (000) and less than or equal to 120. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because the Professional Development, Participation Hours contains a blank. The third record would be rejected because Professional Development, Participation Hours is not in the acceptable range.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Professional Development, Component Number | Professional Development, Participation Hours |
|--------------------|------------------------------|--------------------------|----------------|-----------------------------------------------------|--------------------------------------------------------|
| 03 | 123456789 | 5 | **** | 5008045 | 020 |
| * 03 | 123456780 | 5 | **** | 6201069 | 15 |
| * 03 | 123456781 | 5 | **** | 6201069 | 180 |

**** = 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 data base, the district must correct the Professional Development, Participation Hours and resubmit the records for processing.

STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

10. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified, then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D." To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A." Records with an incorrect Transaction Code will be rejected.

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 data base, the district must correct the Transaction Code and resubmit the record for processing with the correct Transaction Code.

STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

11. Each Professional Development record must be unique based on District Number; Social Security Number; Survey Period Code; Fiscal Year and Professional Development, Component Number. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the key items (District Number; Social Security Number; Survey Period Code; Fiscal Year and Professional Development, Component Number) duplicate the key items in the first record.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Professional Development, Component Number |
|-----------------|------------------------|--------------------|-------------|--------------------------------------------|
| 03 | 123456789 | 5 | **** | 5008045 |
| 03 | 123456780 | 5 | **** | 6201069 |
| * 03 | 123456789 | 5 | **** | 5008045 |

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

DISTRICT RESPONSIBILITY

If, in fact, the last record above should not have been submitted, the district would not have to take any action. The record was rejected. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of "C" rather than "A."

STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

12. Position one of the Professional Development, Component Number must be 1-8. Positions two, three and four must be 000, 002-017, 100-105, 200-211, 300-308, 400-424, 500-515, 600-602 or 700-705. Positions five, six and seven must be 001-999. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because positions two, three and four of the Professional Development, Component Number are invalid. The third record would be rejected because positions five, six and seven of the Professional Development, Component Number are invalid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Professional Development, Component Number |
|--------------------|------------------------------|--------------------------|----------------|-----------------------------------------------------|
| 03 | 123456789 | 5 | **** | 5008045 |
| * 03 | 123456780 | 5 | **** | 6241011 |
| * 03 | 123456781 | 5 | **** | 5017000 |

**** = 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 data base, the district must correct the Professional Development, Component Number and resubmit the records for processing.

STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

13. Professional Development, Implementation Method must be M, N, O, P, Q, R or S. –record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Professional Development, Implementation Method are invalid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Professional Development, Implementation Method |
|--------------------|------------------------------|--------------------------|----------------|----------------------------------------------------------|
| 03 | 123456789 | 5 | **** | N |
| * 03 | 123456780 | 5 | **** | T |
| * 03 | 123456781 | 5 | **** | B |

**** = 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 data base, the district must correct the Professional Development, Implementation Method and resubmit the records for processing.

STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

14. District Number, Where Professional Development Completed must be numeric in the range 01-69, 71-75 or 99. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base 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 |
| * 71 | 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 data base, the district must correct the District Number, Where Professional Development Completed and resubmit the records for processing.

STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

**15. Professional Development, Primary Purpose must be A, B, C, D, E, F or G.
-record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Professional Development, Primary Purpose are invalid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Professional Development, Primary Purpose |
|--------------------|------------------------------|--------------------------|----------------|----------------------------------------------------|
| 03 | 123456789 | 5 | **** | C |
| * 03 | 123456780 | 5 | **** | P |
| * 03 | 123456781 | 5 | **** | M |

**** = 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 data base, the district must correct the Professional Development, Primary Purpose and resubmit the records for processing.

STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

16. Professional Development, Evaluation Method, Student must be A, B, C, D, F or G. –record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Professional Development, Evaluation Method, Student are invalid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Professional Development, Evaluation Method, Student |
|--------------------|------------------------------|--------------------------|----------------|---------------------------------------------------------------|
| 03 | 123456789 | 5 | **** | C |
| * 03 | 123456780 | 5 | **** | S |
| * 03 | 123456781 | 5 | **** | M |

**** = 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 data base, the district must correct the Professional Development, Evaluation Method, Student and resubmit the records for processing.

STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

17. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Staff Number Identifier, Local contains a symbol (@).

| District Number | Staff Number Identifier, Local |
|--------------------|-----------------------------------------|
| 01 | 0123456789 |
| 01 | ABC123DEF9 |
| 01 | 3001 28K |
| * 01 | 2121@xyz |

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 data base, the district must correct the Staff Number Identifier, Local and resubmit the record.

STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

18. The Staff Number Identifier, Local must not be identical to the Social Security Number. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other edit would cause its rejection. The second record would be rejected because the Staff Number Identifier, Local is the same as the Social Security Number.

| District Number | Social Security Number | Staff Number Identifier, Local |
|--------------------|------------------------------|-----------------------------------------|
| 01 | 123456789 | A000012537 |
| * 01 | 012345678 | 012345678 |

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 data base, the district must correct the Staff Number Identifier, Local or the Social Security Number and resubmit the record.

PROFESSIONAL DEVELOPMENT - STATE VALIDATION RULES

30. Each Professional Development record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. -state validation 3-

EXAMPLE

The Professional Development record listed below would not pass this edit because there is no matching Staff Demographic Information record based on the key items of District Number, Social Security Number, Survey Period Code and Fiscal Year.

Staff Demographic Information records

| District Number | Social Security Number | Survey Period Code | Fiscal Year |
|-----------------|------------------------|--------------------|-------------|
| 03 | 123456789 | 5 | **** |
| 03 | 123456780 | 5 | **** |

Professional Development record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Professional Development, Component Number |
|-----------------|------------------------|--------------------|-------------|--------------------------------------------|
| * 03 | 123456790 | 5 | **** | 5008021 |

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

DISTRICT RESPONSIBILITY

The district must verify that the Staff Professional Development record is valid, then submit a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year.

STAFF SALARY SUPPLEMENTS - REJECT RULES

1. **District Number must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base 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 data base, the district must correct the District Number and resubmit the record for processing.

2. **Social Security Number (SSN) must be numeric and greater than zero, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-**

EXAMPLE

Social Security Numbers of 0000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

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 data base, the district must correct the Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

STAFF SALARY SUPPLEMENTS - REJECT RULES

- 3. Survey Period Code must be correct for the submission specified by the district and must be 2 or 3. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "2" and the records are coded as Survey Period Code "3". All updates, adds, or deletes that have this inconsistency are rejected.

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 data base, the district must correct the Survey Period Code either on the JCL or the records being submitted and resubmit the records for processing.

- 4. Fiscal Year must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

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 data base, the district must correct the Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

STAFF SALARY SUPPLEMENTS - REJECT RULES



5. Salary Supplement Type code must be A - C, E - K, or N - Y. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Salary Supplement Type code is not an acceptable code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Salary Supplement Type | Salary Supplement Value |
|--------------------|------------------------------|--------------------------|----------------|------------------------------|-------------------------------|
| 03 | 123456789 | 2 | **** | B | 0045000 |
| * 03 | 123456780 | 2 | **** | L | 0025000 |

**** = 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 data base, the district must correct the Salary Supplement Type and resubmit the record for processing.

STAFF SALARY SUPPLEMENTS - REJECT RULES

6. Salary Supplement Value must be numeric. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Salary Supplement Value is not numeric.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Salary Supplement Type | Salary Supplement Value |
|--------------------|------------------------------|--------------------------|----------------|------------------------------|-------------------------------|
| 03 | 123456789 | 2 | **** | B | 0045000 |
| * 03 | 123456780 | 2 | **** | B | Z000000 |

**** = 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 data base, the district must correct the Salary Supplement Value to be greater than zero and resubmit the record for processing.

STAFF SALARY SUPPLEMENTS - REJECT RULES

7. The Transaction Code must be A, C, or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified, then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D." To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A." Records with an incorrect Transaction Code would be rejected.

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 data base, the district must correct the Transaction Code and resubmit the record for processing.

STAFF SALARY SUPPLEMENTS - REJECT RULES

8. Each Staff Salary Supplements record must be unique based on District Number, Social Security Number, Survey Period Code, Fiscal Year, and Salary Supplement Type code. -first record accepted, all others duplicate records rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The last record below would be rejected because the key items (District Number, Social Security Number, Survey Period Code, Fiscal Year, and Salary Supplement Type code) duplicate the key items in the first record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Salary Supplement Type |
|-----------------|------------------------|--------------------|-------------|------------------------|
| 03 | 123456789 | 2 | **** | C |
| 03 | 123456780 | 2 | **** | B |
| * 03 | 123456789 | 2 | **** | C |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of C rather than A.

STAFF SALARY SUPPLEMENTS - REJECT RULES

9. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Staff Number Identifier, Local contains a symbol (@).

| District Number | Staff Number Identifier, Local |
|--------------------|-----------------------------------------|
| 01 | 0123456789 |
| 01 | ABC123DEF9 |
| 01 | 3001 28K |
| * 01 | 2121@xyz |

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 data base, the district must correct the Staff Number Identifier, Local and resubmit the record.

STAFF SALARY SUPPLEMENTS - REJECT RULES

10. The Staff Number Identifier, Local must not be identical to the Social Security Number. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other edit would cause its rejection. The second record would be rejected because the Staff Number Identifier, Local is the same as the Social Security Number.

| District Number | Social Security Number | Staff Number Identifier, Local |
|--------------------|------------------------------|-----------------------------------------|
| 01 | 123456789 | A000012537 |
| * 01 | 012345678 | 012345678 |

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 data base, the district must correct the Staff Number Identifier, Local or the Social Security Number and resubmit the record.

STAFF SALARY SUPPLEMENTS - STATE VALIDATION RULES

50. Each Staff Salary Supplement record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. -state validation 3-

EXAMPLE

The Staff Salary Supplement record below would not pass this edit because it has no matching Staff Demographic Information record (based on District Number, Social Security Number, Survey Period Code, and Fiscal Year).

Staff Demographic Information records

| District Number | Social Security Number | Survey Period Code | Fiscal Year |
|-----------------|------------------------|--------------------|-------------|
| 03 | 123456789 | 2 | **** |
| 03 | 123456780 | 2 | **** |

Staff Salary Supplement record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Salary Supplement Type | Salary Supplement Value |
|-----------------|------------------------|--------------------|-------------|-----------------------------|------------------------|-------------------------|
| * 03 | 123456781 | 2 | **** | 0481 | B | 0045000 |

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

DISTRICT RESPONSIBILITY

The district must verify that the Staff Salary Supplement record is valid, then submit a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year.

STAFF SALARY SUPPLEMENTS - STATE VALIDATION RULES

- ➔ 51. If the Salary Supplement Type code is Y, then the Salary Schedule Pay Lane on the Staff Payroll Information record must be 8. The match should be done using District Number, Social Security Number, Survey Period Code and Fiscal Year -state validation 3-

EXAMPLE

The Staff Salary Supplement record below would not pass this edit because the correct relationship does not exist between the Salary Supplement Type code and the Salary Schedule Pay Lane code (based on District Number, Social Security Number, Survey Period Code, and Fiscal Year).

Staff Payroll Information records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Salary Schedule Pay Lane |
|-----------------|------------------------|--------------------|-------------|--------------------------|
| 03 | 123456789 | 2 | **** | 2 |
| 03 | 123456780 | 2 | **** | 7 |

Staff Salary Supplement record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Salary Supplement Type | Salary Supplement Value |
|-----------------|------------------------|--------------------|-------------|-----------------------------|------------------------|-------------------------|
| * 03 | 123456780 | 2 | **** | 0481 | Y | 0150000 |

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

DISTRICT RESPONSIBILITY

The district must determine which record is in error, the Salary Supplement Type or the Staff Payroll Information, and then correct it so that the proper relationship exists between these two formats.

TEACHER EXIT INTERVIEW – REJECT RULES

1. **District Number must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base 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 data base, the district must correct the District Number and resubmit the record for processing.

2. **Social Security Number (SSN) must be numeric and greater than zero, unless it is a Staff Number Identifier and the first two positions are “CS” and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-**

EXAMPLE

Social Security Numbers of 0000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

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 data base, the district must correct the Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

TEACHER EXIT INTERVIEW – REJECT RULES

- 3. Survey Period Code must be 5 and must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code “5” and the records are coded as Survey Period code “3.” All updates, adds, or deletes that have this inconsistency are rejected.

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 data base, the district must correct the Survey Period Code on the records being submitted and resubmit the records for processing.

- 4. Fiscal Year must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

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 data base, the district must correct the Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

TEACHER EXIT INTERVIEW – REJECT RULES

5. **Date Left Teaching must be numeric and a valid date which is prior to the current date. -record rejected-**

EXAMPLE

The two records below would be rejected because of an invalid Date Left Teaching. The first is invalid because it is in the future; the second because it is all zeros.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Date Left Teaching |
|--------------------|------------------------------|--------------------------|----------------|-----------------------|
| * 45 | 123456789 | 5 | **** | 08212099 |
| * 45 | 123456780 | 5 | **** | 00000000 |

**** = 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 data base, the district must correct Date Left Teaching and resubmit the records for processing.

TEACHER EXIT INTERVIEW – REJECT RULES

6. Teaching Experience must be numeric, greater than or equal to zero and less than or equal to 75. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because the Teaching Experience value was left blank. The third record would be rejected because the Teaching Experience number is not within the acceptable range.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Teaching Experience |
|-----------------|------------------------|--------------------|-------------|---------------------|
| 14 | 123456789 | 5 | **** | 02 |
| * 14 | 123456780 | 5 | **** | |
| * 14 | 123456781 | 5 | **** | 99 |

**** = 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 data base, the district must correct the Teaching Experience value and resubmit the records for processing.

TEACHER EXIT INTERVIEW – REJECT RULES

Deleted edit 7 for fiscal year 2011-12.

- ➡ 7. Deleted 6/1/11. ~~Separation from Teaching code must be A, B, C, D, E, F or G. – record rejected-~~

EXAMPLE

~~The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Separation from Teaching code is invalid.~~

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Separation from Teaching |
|--------------------|------------------------------|--------------------------|----------------|--------------------------------|
| 04 | 123456788 | 5 | **** | G |
| * 04 | 123456789 | 5 | **** | S |

**** = 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 data base, the district must correct the Separation from Teaching code and resubmit the record for processing.~~

TEACHER EXIT INTERVIEW – REJECT RULES

➡ 8. Voluntary Separation code must be A-H, K-M, O-S or Z. -record rejected-

Note: Up to five codes may be selected. If less than five codes are selected Z-fill the remaining fields.

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Voluntary Separation code is not valid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Voluntary Separation |
|--------------------|------------------------------|--------------------------|----------------|-------------------------|
| 11 | 123456788 | 5 | **** | KMZZZ |
| * 11 | 123456789 | 5 | **** | UZZZZ |

**** = 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 data base, the district must correct the Voluntary Separation codes and resubmit the record for processing.

TEACHER EXIT INTERVIEW – REJECT RULES

Deleted edit 9 for fiscal year 2011-12.

- ➡ 9. Deleted 6/1/11. If Separation from Teaching code is B, C, D, E or G, then the Voluntary Separation code must be Z/Z-filled. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the correct relationship does not exist between the Separation from Teaching code and Voluntary Separation code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Separation from Teaching | Voluntary Separation |
|-----------------|------------------------|--------------------|-------------|--------------------------|----------------------|
| 13 | 123456788 | 5 | **** | B | ZZZZZ |
| * 13 | 123456789 | 5 | **** | G | HZZZZ |

**** = 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 data base, the district must correct the code for Separation from Teaching or Voluntary Separation and resubmit the record for processing.

TEACHER EXIT INTERVIEW – REJECT RULES

Deleted edit 10 for fiscal year 2011-12.

- ➡ 10. Deleted 6/1/11. If Voluntary Separation code is A-S, then the Separation from Teaching code must be A or F. ~~record rejected~~

EXAMPLE

~~The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the correct relationship does not exist between the Voluntary Separation and Separation from Teaching codes.~~

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Separation from Teaching | Voluntary Separation |
|-----------------|------------------------|--------------------|-------------|--------------------------|----------------------|
| 65 | 123456788 | 5 | **** | A | JZZZZ |
| * 65 | 123456789 | 5 | **** | C | HZZZZ |

**** = 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 data base, the district must correct the code for Voluntary Separation or Separation from Teaching and resubmit the record for processing.~~

TEACHER EXIT INTERVIEW – REJECT RULES

11. Future Employment Plans code must be A, B, C, D, E, F, G, H, I, Y or Z. -record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the code for Future Employment Plans is invalid.

| District Number | Security Number | Social Period Code | Survey Fiscal Year | Future Employment Plans |
|--------------------|--------------------|--------------------------|--------------------------|-------------------------------|
| * 54 | 123456788 | 5 | **** | R |
| 54 | 123456789 | 5 | **** | E |

**** = 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 data base, the district must correct the Future Employment Plans code and resubmit the record for processing.

TEACHER EXIT INTERVIEW – REJECT RULES

12. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified, then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be “A.” An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a “C” as the Transaction Code. To delete a record, the Transaction Code must be a “D.” To change key elements in a batch transaction, the record must FIRST be deleted with a “D” and then added with an “A.” Records with an incorrect Transaction Code are rejected.

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 data base, the district must correct the Transaction Code and resubmit the record for processing.

TEACHER EXIT INTERVIEW – REJECT RULES

13. Each Teacher Exit Interview record must be unique based on District Number, Social Security Number, Survey Period Code, Fiscal Year, and Date Left Teaching. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The last record would be rejected because the key items (District Number, Social Security Number, Survey Period Code, Fiscal Year, and Date Left Teaching) duplicate the key items in the first record.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Date Left Teaching |
|--------------------|------------------------------|--------------------------|----------------|--------------------------|
| 36 | 123456789 | 5 | **** | 06302007 |
| 36 | 123456780 | 5 | **** | 06302007 |
| * 36 | 123456789 | 5 | **** | 06302007 |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of "C" rather than "A."

TEACHER EXIT INTERVIEW – REJECT RULES

14. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Staff Number Identifier, Local contains a symbol (@).

| District Number | Staff Number Identifier, Local |
|--------------------|-----------------------------------------|
| 01 | 0123456789 |
| 01 | ABC123DEF9 |
| 01 | 3001 28K |
| * 01 | 2121@xyz |

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 data base, the district must correct the Staff Number Identifier, Local and resubmit the record.

TEACHER EXIT INTERVIEW – REJECT RULES

15. The Staff Number Identifier, Local must not be identical to the Social Security Number. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other edit would cause its rejection. The second record would be rejected because the Staff Number Identifier, Local is the same as the Social Security Number.

| District Number | Social Security Number | Staff Number Identifier, Local |
|--------------------|------------------------------|-----------------------------------------|
| 01 | 123456789 | A000012537 |
| * 01 | 012345678 | 012345678 |

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 data base, the district must correct the Staff Number Identifier, Local or the Social Security Number and resubmit the record.

TEACHER EXIT INTERVIEW – REJECT RULES

Deleted edit 16 for fiscal year 2011-12.

- ➡ 16. Deleted 6/1/11. If ~~Separation from Teaching code is A or F, then Voluntary Separation code must not be all Zs (ZZZZZ).~~ record rejected-

EXAMPLE

~~The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the correct relationship does not exist between the Separation from Teaching and Voluntary Separation codes.~~

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Separation from Teaching | Voluntary Separation |
|-----------------|------------------------|--------------------|-------------|--------------------------|----------------------|
| 65 | 123456788 | 5 | **** | A | JZZZZ |
| * 65 | 123456789 | 5 | **** | F | ZZZZZ |

**** = 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 data base, the district must correct the code for Separation from Teaching or Voluntary Separation and resubmit the record for processing.~~

TEACHER EXIT INTERVIEW – STATE VALIDATION RULES

40. Each Teacher Exit Interview record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. -state validation 3-

EXAMPLE

The Teacher Exit Interview record below would not pass this edit because there is no matching Staff Demographic Information record based on the key items of District Number, Social Security Number, Survey Period Code and Fiscal Year.

Staff Demographic Information records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home |
|-----------------|------------------------|--------------------|-------------|-----------------------------|
| 50 | 123456789 | 5 | **** | 0481 |
| 50 | 123456780 | 5 | **** | 0481 |

Teacher Exit Interview record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Separation from Teaching |
|-----------------|------------------------|--------------------|-------------|--------------------------|
| * 50 | 123456781 | 5 | **** | B |

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

DISTRICT RESPONSIBILITY

The district must determine whether the Teacher Exit Interview record is valid. If it is valid the district must submit a Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. If it is not valid the district should submit a record with a transaction code of D to delete the record.

**C. SECURITY AND RETENTION OF PUBLIC SCHOOL
AUTOMATED STAFF RECORDS**

Security and Retention of Public School Automated Staff Records

The following procedures shall be implemented by the Florida Department of Education for the privacy, security and retention of public school staff records collected, maintained and utilized at the state level.

Data Security

Access to individual staff records will be stringently controlled through technical security conventions and procedures established by Northwest Regional Data Center and the Florida Information Resource Network. Appropriate computer passwords and Logon ID's shall be assigned to users in order to establish each user's data access authority only to the records or data elements required to complete federal or state mandated activities.

Records Retention

Individual, personally identifiable staff records shall be destroyed according to a records retention schedule established by the Department of State, Division of Library and Information Services, Records Management Program, consistent with the requirements of Section 257.36, F.S. Personally identifiable staff records shall be maintained for five years or until applicable federal or state audit functions have been completed, at which time all such records shall be destroyed except for those required for the evaluation of state or federal education programs. Personally identifiable, individual staff records maintained for the evaluation of state or federal education programs shall be destroyed when no longer required.