

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**

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

<b>Code</b>	<b>Definition/Example</b>
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 supervisors or principals dismissed during the 97 day probationary period pursuant to s. 1012.33(1)(b), 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:** Alphanumeric  
**Year Implemented:** 9293  
**State Standard:** No  
**Use Types:**  
State Reporting: Yes  
Local Accountability: Yes

**Formats Required:**

Staff Demographic Information DB9 27x

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**Surveys Required:**

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

**Appendixes:**

None

**Description of Changes:**

11/10/2011 Notes	Updated "Note" for Code N to reflect revised statutory reference.
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