

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

Year: 2022-23

Data Element Number: **218045**

Data Element Name: **Social Security Number**

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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".

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**Last Seven Positions**

NNNNNNN                      The last seven positions must be numeric.

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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 Compensation DB9 32x
- 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

**Surveys Required:**

- Survey 2                      Yes
- Survey 3                      Yes
- Survey 5                      Yes

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Survey 8      Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2013 Formats Requi Updated the Staff Salary Supplement format name change. Deleted the Teacher Exit Interview format.