

**THE FOLLOWING CHANGES
ARE FOR THE
2021 STAFF DATABASE MANUAL**

**EFFECTIVE:
July 1, 2020**

~~2019-2020-2020-2021~~ Staff Demographic Information

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

employee who has received benefits but was not employed during the Fiscal Year being reported. Do not report separation data on Substitutes unless they are regular full-time employees.

6. JOB CODE, PRIMARY: Submit this element in reporting periods 2, 3, and 5. During Survey 5, report the primary job code for the job the employee held during the regular school year. See Appendix E, (JOB CODE ASSIGNMENTS), in the DOE Information Data Base Requirements: Volume II - Automated Staff Information System for Job Codes.
7. DAYS PRESENT AND DAYS ABSENT: Report the elements, Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; Days Absent, Other in Survey 5.
8. READING ENDORSEMENT COMPETENCIES: All teachers who are providing intensive reading intervention through a reading course must have ~~or be working towards~~ reading endorsement or certification. ~~Teachers who provide reading intervention through a content area course must have completed Content Area Reading Professional Development (CAR-PD) or Next Generation Content Area Reading Professional Development (NGCAR-PD); however, they may provide intervention in their classes during the practicum for CAR-PD or provide intervention in their classes while in process of completing NGCAR-PD at district discretion.~~ Progress towards endorsement/certification for Reading Coaches and others pursuing these credentials ~~can be~~ reported here.
9. ERROR CODES: This field is used by the Department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the Department.
10. KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, and 4. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

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

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

12	85-87	3	N	Days Absent, Personal Leave
13	88-90	3	N	Days Absent, Sick Leave
14	91-93	3	N	Days Absent, Temporary Duty Elsewhere
15	94-96	3	N	Days Absent, Other
16	97-97	1	A	Ethnicity
17	98-98	1	A	Race: American Indian or Alaska Native
18	99-99	1	A	Race: Asian
19	100-100	1	A	Race: Black or African American
20	101-101	1	A	Race: Native Hawaiian or Other Pacific Islander
21	102-102	1	A	Race: White
22	103-105	3	A/N	Filler
23	106-106	1	A	Separation Reason
24	107-111	5	N	Job Code, Primary
25	112-112	1	A	Transaction Code
26	113-114	2	A	Employee Type
27	115-122	8	N	Birth Date
28	123-123	1	A	Degree/Credential Earned
29	124-131	8	N	Employment Date, Current Position
30	132-139	8	N	Employment Date, Continuous Employment
31	140-147	8	N	Employment Date, Original Position
32	148-155	8	N	Separation Date
33	156-156	1	A	Exempt from Public Records Law, Employee
34	157-157	1	A	Paraprofessional Qualification
35	158-158	1	A	School Principal Certification Program
37	159-159	1	A	Reading Endorsement, Competency 1 (Adopted 2011)
38	160-160	1	A	Reading Endorsement, Competency 2 (Adopted 2011)
39	161-161	1	A	Reading Endorsement, Competency 3 (Adopted 2011)

39	162-162	1	A	Reading Endorsement, Competency 4 (Adopted 2011)
40	163-163	1	A	Reading Endorsement, Competency 5 (Adopted 2011)
41	164-164	1	A	Mentor/Supervising Educator
42	165-165	1	A	Personnel Evaluation
43	166-167	2	N	Personnel Evaluation, Instructional Leadership Component
44	168-169	2	N	Personnel Evaluation, Instructional Practice Component
45	170-171	2	N	Personnel Evaluation, Professional and Job Responsibilities Component
46	172-173	2	N	Personnel Evaluation, Student Performance Component
47	174-174	1	A	Personnel Evaluation, Measures of Student Performance
48	175-208	34	A/N	Filler
49	209-222	14	A/N	Florida Education Identifier
50	223-232	10	A/N/L	Staff Number Identifier, Local
51	233-240	8	A/N	Filler/Error Codes

Last Updated: 7/1/~~2019~~2020

~~2019-2020~~2020-2021 Staff Fiscal Year Salaries

1. There should be one record submitted for each staff member receiving salary payments or with whom the district contracted during the fiscal year being reported. For staff filling more than one job code position during the Fiscal Year, submit one record for each job. Submit this format in reporting period 5 only.
2. SCHOOL NUMBER, PRIMARY/HOME: For staff members who operate out of the county office, the school number to be used in this field is 9001. Staff members assigned to schools must be reported at that school using the official state school number for that school. Itinerant staff should be reported either at the school that is considered their home location or at the district office.
3. JOB CODE: Submit one record for each job code the employee received salary for during the fiscal year being reported. See Appendix E, (JOB CODE ASSIGNMENTS), in the DOE Information Data Base Requirements: Volume II - Automated Staff Information System for acceptable codes.
4. FISCAL YEAR SALARY: All salaries paid to the staff member for the job being reported.
5. JOB CODE FUND SOURCE: A code to identify up to three fund sources (and corresponding percentages) from which the employee's salary is paid.
6. ADDITIONAL COMPENSATION TYPE/VALUE: A code to identify up to eleven annual additional compensation types (and corresponding monetary values) paid for extra services. The Additional Compensation Type earned by the employee is to be entered in positions 1, 9, 17, etc., followed by the corresponding Additional Compensation Value in the next seven positions. The default code for Additional Compensation Type/Value is zero.
7. ERROR CODES: This field is used by the Department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the Department.
8. KEY FIELDS: The key fields for this format are Item Numbers 1, ~~2~~, ~~3~~, ~~4~~, 6 and 14. If any key field needs to be changed, the record must be deleted and resubmitted as an add.

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


Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	District Number *
2	3-12	10	A/N/L	Social Security Number *
3	13-13	1	N	Survey Period Code *
4	14-17	4	N	Fiscal Year *

5	18-21	4	N/R	School Number, Primary/Home
6	22-26	5	N	Job Code*
7	27-35	9	N/R	Fiscal Year Salary
8	36-47	12	A/N/R	Job Code Fund Source
9	48-135	88	A/N/R	Additional Compensation Type/Value
10	136-136	1	A	Transaction Code
11	137-137	1	A	Employment Status Code
12	138-140	3	A/N/R	Job Code FTE
13	141-143	3	N	Duty Days
14	144- 147 145	42	A/N	Filler <u>Employee Type*</u>
<u>15</u>	<u>146-147</u>	<u>2</u>	<u>A/N</u>	<u>Filler</u>
15 <u>16</u>	148-151	4	A/N/R	Migrant Summer
16 <u>17</u>	152-155	4	A/N/R	Migrant Regular School Year
17 <u>18</u>	156-159	4	A/N/R	Title I School-Wide
18 <u>19</u>	160-163	4	A/N/R	Title I Targeted Assistance
19 <u>20</u>	164-208	45	A/N	Filler

2021	209-222	14	A/N	Florida Education Identifier
2422	223-232	10	A/N/L	Staff Number Identifier, Local
2223	233-240	8	A/N	Filler/Error Codes

Last Updated: 7/1/~~2019~~2020

STAFF DEMOGRAPHIC INFORMATION – REJECT RULES

 **1E. Reading Endorsement, Competency 2 (~~Adopted 2011~~) code must be Y, N, G, R, P, G, N, R, Y or Z. This edit does not apply to Survey 8. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Reading Endorsement, Competency 2 (~~Adopted 2011~~) are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 2 (Adopted 2011)
03	123456789	2	****	Y
* 03	123456780	2	****	B
* 03	123456781	2	****	M

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Reading Endorsement, Competency 2 (~~Adopted 2011~~) codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION – REJECT RULES

1F. Reading Endorsement, Competency 3 (~~Adopted 2011~~) code must be Y, N, C, R, P, G, N, R, Y or Z. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Reading Endorsement, Competency 3 (~~Adopted 2011~~) are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 3 (Adopted 2011)
03	123456789	2	****	Y
* 03	123456780	2	****	B
* 03	123456781	2	****	M

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Reading Endorsement, Competency 3 (~~Adopted 2011~~) codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION – REJECT RULES

 **1G. Reading Endorsement, Competency 4 (~~Adopted 2011~~) code must be Y, N, C, R, P, G, N, R, Y or Z. This edit does not apply to Survey 8. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Reading Endorsement, Competency 4 (~~Adopted 2011~~) are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 4 (Adopted 2011)
03	123456789	2	****	Y
* 03	123456780	2	****	B
* 03	123456781	2	****	M

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Reading Endorsement, Competency 4 (~~Adopted 2011~~) codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION – REJECT RULES

 1H. Reading Endorsement, Competency 5 (~~Adopted-2011~~) code must be ~~Y, N, C,~~
~~R, P, G, N, R, Y~~ or Z. This edit does not apply to Survey 8. -record rejected-

EXAMPLE


The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Reading Endorsement, Competency 5 (~~Adopted-2011~~) are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 5 (Adopted-2011)
03	123456789	2	****	Y
* 03	123456780	2	****	B
* 03	123456781	2	****	M

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Reading Endorsement, Competency 5 (~~Adopted-2011~~) codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION – REJECT RULES

 **2G. If any of the five Reading Endorsement, Competency Competencies (Adopted 2011) codes = Z, then all the codes for all Reading Endorsement, Competency Competencies (Adopted 2011) must be Z. This edit does not apply to Survey 8.
-record rejected-**

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the code for Reading Endorsement, Competency 1 (~~Adopted 2011~~) is Z and the code for Reading Endorsement, Competency 4 (~~Adopted 2011~~) is not Z.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 1 (Adopted 2011)	Reading Endorsement, Competency 4 (Adopted 2011)
03	123456789	2	****	Z	Z
* 03	123456780	2	****	Z	Y
* 03	123456781	2	****	Z	<u>GN</u>

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Reading Endorsement, Competency (~~Adopted 2011~~) codes so that either all or none of the Reading Endorsement, Competency (~~Adopted 2011~~) codes are Z and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION – REJECT RULES

DELETED FOR 2021

 ~~20. If any of the five Reading Endorsement, Competency (Adopted 2011) codes = P, then all the codes for Reading Endorsement, Competency (Adopted 2011) must be P. This edit does not apply to Survey 8. record rejected-~~

EXAMPLE

~~The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the code for Reading Endorsement, Competency 1 (Adopted 2011) is P and the code for Reading Endorsement, Competency 4 (Adopted 2011) is not P.~~

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 1 (Adopted 2011)	Reading Endorsement, Competency 4 (Adopted 2011)
03	123456789	2	****	P	P
*03	123456780	2	****	P	Y
*03	123456784	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 database, the district must correct the Reading Endorsement, Competency (Adopted 2011) codes so that either all or none of the Reading Endorsement, Competency (Adopted 2011) codes are P and resubmit the records for processing.~~

STAFF DEMOGRAPHIC INFORMATION – REJECT RULES

DELETED FOR 2021

 ~~2R. If any of the five Reading Endorsement, Competency (Adopted 2011) codes = C, then all the codes for Reading Endorsement, Competency (Adopted 2011) must be C. This edit does not apply to Survey 8. record rejected-~~

EXAMPLE

~~The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the code for Reading Endorsement, Competency 1 (Adopted 2011) is C and the code for Reading Endorsement, Competency 4 (Adopted 2011) is not C.~~


District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 1 (Adopted 2011)	Reading Endorsement Competency 4 (Adopted 2011)
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 database, the district must correct the Reading Endorsement, Competency (Adopted 2011) codes so that either all or none of the Reading Endorsement, Competency (Adopted 2011) codes are C and resubmit the records for processing.~~

STAFF DEMOGRAPHIC INFORMATION – REJECT RULES

 **2S. If any of the five Reading Endorsement, Competency Competencies (Adopted 2011) codes = R, then all the codes for all Reading Endorsement, Competency Competencies (Adopted 2011) must be R. This edit does not apply to Survey 8.
-record rejected-**

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the code for Reading Endorsement, Competency 1 (~~Adopted 2011~~) is R and the code for Reading Endorsement, Competency 4 (~~Adopted 2011~~) is not R.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 1 (Adopted 2011)	Reading Endorsement, Competency 4 (Adopted 2011)
03	123456789	2	****	R	R
* 03	123456780	2	****	R	Y
* 03	123456781	2	****	R	<u>GN</u>

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Reading Endorsement, Competency (~~Adopted 2011~~) codes so that either all or none of the Reading Endorsement, Competency (~~Adopted 2011~~) codes are R and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION – REJECT RULES

DELETED FOR 2021

 ~~2Z. If any of the five Reading Endorsement, Competency (Adopted 2011) codes = G, then all the codes for Reading Endorsement, Competency (Adopted 2011) must be G. This edit does not apply to Survey 8. record rejected-~~

EXAMPLE

~~The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the code for Reading Endorsement, Competency 1 (Adopted 2011) is G and the code for Reading Endorsement, Competency 4 (Adopted 2011) is not G.~~

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 1 (Adopted 2011)	Reading Endorsement Competency 4 (Adopted 2011)
03	123456789	2	****	G	G
*03	123456780	2	****	G	Y
*03	123456781	2	****	G	G

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

DISTRICT RESPONSIBILITY

~~If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Reading Endorsement, Competency (Adopted 2011) codes so that either all or none of the Reading Endorsement, Competency (Adopted 2011) codes are G and resubmit the records for processing.~~

STAFF DEMOGRAPHIC INFORMATION – REJECT RULES

 11. Reading Endorsement, Competency 1 (~~Adopted 2011~~) code must be ~~Y, N, C, R, P, G~~ N, R, Y or Z. This edit does not apply to Survey 8. -record rejected-

EXAMPLE


The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Reading Endorsement, Competency 1 (~~Adopted 2011~~) are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 1 (Adopted 2011)
03	123456789	2	****	Y
* 03	123456780	2	****	B
* 03	123456781	2	****	M

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Reading Endorsement, Competency 1 (~~Adopted 2011~~) codes and resubmit the records for processing.

STAFF FISCAL YEAR SALARIES – REJECT RULES

-  16. Each Staff Fiscal Year Salaries record must be unique based on District Number, Social Security Number (or Staff Number Identifier), Survey Period Code, Fiscal Year, ~~and~~ Job Code and Employee Type code. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record below would be rejected because the key items (District Number, Social Security Number, Survey Period Code, Fiscal Year, ~~and~~ Job Code and Employee Type code) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	<u>Employee Type</u>
03	123456789	5	****	53007	<u>RF</u>
03	123456780	5	****	51004	<u>RF</u>
* 03	123456789	5	****	53007	<u>RF</u>

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, the district would not have to take any action. However, if the rejected record should have been submitted, the record should be corrected and resubmitted. If the district wishes to update any key field in the rejected record, the record must be deleted and resubmitted with a Transaction Code of "A" (Add).

STAFF FISCAL YEAR SALARIES – REJECT RULES

NEW EDIT 2021

 **1B. Employee Type code must be RF, RP, TF, TP, CF, CP or ST. -record rejected-**

EXAMPLE

The two records listed below would not be loaded to the database. The first record would be rejected because the Employee Type is blank. The second record would be rejected because the Employee Type is invalid.

<u>District</u> <u>Number</u>	<u>Social</u> <u>Security</u> <u>Number</u>	<u>Survey</u> <u>Period</u> <u>Code</u>	<u>Fiscal</u> <u>Year</u>	<u>School</u> <u>Number,</u> <u>Primary/</u> <u>Home</u>	<u>Job</u> <u>Code</u>	<u>Employee</u> <u>Type</u>
<u>* 03</u>	<u>123456789</u>	<u>5</u>	<u>****</u>	<u>0481</u>	<u>78030</u>	
<u>* 03</u>	<u>123456780</u>	<u>5</u>	<u>****</u>	<u>0481</u>	<u>79027</u>	<u>RT</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 database, the district must correct the Employee Type and resubmit the records for processing.

STAFF FISCAL YEAR SALARIES – REJECT RULES

NEW EDIT 2021

36. Job Code FTE may be equal to or greater than zero for temporary part-time employees, student employees and substitute teachers (Job Code equals 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 database 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	Job Code FTE	Employee Type
03	123456782	5	****	9001	61094	000	ST
03	123456789	5	****	0481	51080	000	TF
03	123456780	5	****	0481	51004	000	TP
* 03	123456781	5	****	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 database, the district must correct the Job Code FTE and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES – REJECT RULES

NEW EDIT 2021



37. If Job Code is not 71001 or 72000 and if the Employee Type is not ST, TF or TP, then Duty Days must be numeric, greater than zero and not more than 265. - record rejected-

EXAMPLE

The first record would be rejected because Duty Days is zero. The second record would be rejected because Duty Days is not numeric. The third record listed below would be loaded to the database assuming no other reject rule would cause its rejection.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Employee, Type	Duty Days
*03	123456789	5	****	0481	RF	000
*03	123456780	5	****	0481	RF	ZZZ
03	123456780	5	****	0481	RF	196


**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Duty Days and resubmit the records for processing.

STAFF FISCAL YEAR SALARIES – REJECT RULES

NEW EDIT 2021

-  **38. Duty Days may be greater than or equal to zero for temporary or student employees and substitute teachers (Job Code equals 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 database 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	Job Code FTE	Employee Type	Duty Days
03	123456789	5	****	0481	51080	000	TF	090
03	123456780	5	****	0481	51004	000	TP	000
* 03	123456781	5	****	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 database, 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 FISCAL YEAR SALARIES – STATE VALIDATION RULES

DELETED FOR 2021.

54. ~~Job Code FTE may be equal to or greater than zero for temporary part-time employees, student employees and substitute teachers (Job Codes equal to 51080, 52080, 53080, 54080, 55080 or 59080), but must be greater than zero for all other employees. – state validation –~~

EXAMPLE

~~The first three records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The fourth record would cause a message to be generated because the Job Code FTE is invalid for Employee Type RF.~~

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employee Type
03	123456782	5	****	ST
03	123456789	5		TF
03	123456780	5	****	TP
03	123456781	5	****	RF

Staff Fiscal Year Salaries

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code	Job Code	Job Code FTE
03	123456782	5	****	9001	61094		000
03	123456789	5	****	0481	51080		000
03	123456780	5	****	0481	51004		000
*03	123456781	5	****	0481	53007		000

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the information on the Staff Fiscal Year Salaries record and the Staff Demographic Information record to determine where the error is occurring then update the record to reflect the correct relationship in the edit.

STAFF FISCAL YEAR SALARIES – STATE VALIDATION RULES

DELETED FOR 2021.



~~55. If Job Code is not 71001 or 72000 and if the Employee Type is not ST, TF or TP, then Duty Days must be numeric, greater than zero and not more than 265. –state validation–~~

EXAMPLE

The first record would cause a message to be generated because the Duty Days for Employee Type RF is equal to zero. The second record would cause a message to be generated because Duty Days is not numeric.

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employee Type
03	123456789	5	****	RF
03	123456780	5	****	RF
03	123456780	5	****	RF

Staff Fiscal Year Salaries

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Duty Days
*03	123456789	5	****	0481	000
*03	123456780	5	****	0481	ZZZ
03	123456780	5	****	0481	196

**** – Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the information on the Staff Fiscal Year Salaries record and the Staff Demographic Information record to determine where the error is occurring then update the record to reflect the correct relationship in the edit.

STAFF FISCAL YEAR SALARIES – STATE VALIDATION RULES

DELETED FOR 2021.



~~56. Duty Days may be greater than or equal to zero for temporary or student employees and substitute teachers (Job Code equals to 51080, 52080, 53080, 54080, 55080 or 59080), but must be greater than zero for all other employees. —state validation—~~

EXAMPLE

~~The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would cause a message to be generated because the Duty Days is zero for a regular full-time employee.~~

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employee Type
03	123456789	5	****	****
03	123456780	5	****	****
03	123456781	5	****	****

Staff Fiscal Year Salaries

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code	Job Code FTE	Duty Days
03	123456789	5	****	0481	51080	000	090
03	123456780	5	****	0481	51004	000	000
*03	123456781	5	****	0481	53007	100	000

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

~~The district must review the information on the Staff Fiscal Year Salaries record and the Staff Demographic Information record 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

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	<u>Employee Type</u>
61	123456789	5	****	000750000	<u>RF</u>
* 61	123456780	5	****	000350000	<u>RF</u>

~~*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.

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
AUTOMATED STAFF DATA ELEMENTS
SUMMARY OF CHANGES FOR THE 2020-2021 FISCAL YEAR**

Data Element Number	Element Name	Date Revised	Subject	Revision Description
204000	Employee Type	7/1/2020	Formats Required	Added Staff Fiscal Year Salaries as a required format.
221812	Reading Endorsement, Competency 1	7/1/2020	Element Name	Removed (Adopted 2011) from the Data Element Name.
221812	Reading Endorsement, Competency 1	7/1/2020	Definition	Revised data element definition.
221812	Reading Endorsement, Competency 1	7/1/2020	Codes	Deleted codes C, G and P; revised codes N, Y and Z.
221812	Reading Endorsement, Competency 1	7/1/2020	Notes	Deleted the notes from the data element.
221813	Reading Endorsement, Competency 2	7/1/2020	Element Name	Removed (Adopted 2011) from the Data Element Name.
221813	Reading Endorsement, Competency 2	7/1/2020	Definition	Revised data element definition.
221813	Reading Endorsement, Competency 2	7/1/2020	Codes	Deleted codes C, G and P; revised codes N, Y and Z.
221813	Reading Endorsement, Competency 2	7/1/2020	Notes	Deleted the notes from the data element.
221814	Reading Endorsement, Competency 3	7/1/2020	Element Name	Remove (Adopted 2011) from the Data Element Name.
221814	Reading Endorsement, Competency 3	7/1/2020	Definition	Revised data element definition.
221814	Reading Endorsement, Competency 3	7/1/2020	Codes	Deleted codes C, G and P; revised codes N, Y and Z.
221814	Reading Endorsement, Competency 3	7/1/2020	Notes	Deleted the notes from the data element.
221815	Reading Endorsement, Competency 4	7/1/2020	Element Name	Removed (Adopted 2011) from the Data Element Name.
221815	Reading Endorsement, Competency 4	7/1/2020	Definition	Revised data element definition.
221815	Reading Endorsement, Competency 4	7/1/2020	Codes	Deleted codes C, G and P; revised codes N, Y and Z.
221815	Reading Endorsement, Competency 4	7/1/2020	Notes	Deleted the notes from the data element.
221816	Reading Endorsement, Competency 5	7/1/2020	Element Name	Removed (Adopted 2011) from the Data Element Name.
221816	Reading Endorsement, Competency 5	7/1/2020	Definition	Revised data element definition.
221816	Reading Endorsement, Competency 5	7/1/2020	Codes	Deleted codes C, G and P; revised codes N, Y and Z.
221816	Reading Endorsement, Competency 5	7/1/2020	Notes	Deleted the notes from the data element.

FORM 101- Data Element Change

Data Element #:	204000	Author:	Sonja Bridges	Date Revised:	7/1/2020
Element Name:	Employee Type				
Subject:	Element Name	Year: 2021			
Revision Description:	Added Staff Fiscal Year Salaries as a required format.				
DB2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

Formats Required:

Staff Demographic Information DB9 27x

Staff Payroll Information DB9 30x

Staff Fiscal Year Salaries DB9 43x

FORM 101- Data Element Change

Data Element #:	221812	Author:	Sonja Bridges	Date Revised:	7/1/2020
Element Name:	Reading Endorsement, Competency 1 (Adopted 2011)				
Subject:	Element Name				Year: 2021
Revision Description:	Removed (Adopted 2011) from the Data Element Name				
DB2 Programming Changes Required	No				

(Enter revision below with track changes.)

Reading Endorsement, Competency 1 (~~Adopted 2011~~)

Data Element #:	221812	Author:	Sonja Bridges	Date Revised:	7/1/2020
Element Name:	Reading Endorsement, Competency 1 (Adopted 2011)				
Subject:	Definition				Year: 2021
Revision Description:	Revised data element definition.				
DB2 Programming Changes Required	No				

(Enter revision below with track changes.)

A code to indicate the instructional staff member’s completion or non-completion of Competency 1 (~~Adopted 2011~~) required for a Reading Endorsement as adopted into per State Board Rule 6A-4.0163 ~~in (September-December 22, 2011-2019).~~

Data Element #:	221812	Author:	Sonja Bridges	Date Revised:	7/1/2020
Element Name:	Reading Endorsement, Competency 1 (Adopted 2011)				
Subject:	Code				Year: 2021
Revision Description:	Deleted codes C, G and P; revised codes N, Y and Z.				
DB2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

~~G 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 (~~Adopted 2011~~).

~~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.

FORM 101- Data Element Change

Y	Yes, the instructional staff member completed Competency 1 (Adopted 2011) .
Z	Not applicable – not an instructional employee or not required for/applicable to this instructional staff member.

Data Element #:	221812	Author:	Sonja Bridges	Date Revised:	7/1/2020
Element Name:	Reading Endorsement, Competency 1 (Adopted 2011)				
Subject:	Note	Year: 2021			
Revision Description:	Deleted the notes from the data element.				
DB2 Programming Changes Required	No				

(Enter revision below with track changes.)

~~Notes: The Reading Endorsement has been revised based on research conducted after the National Reading Panel Report was released and was adopted into State Board Rule 6A-4.0163 in September 2011. The new endorsement merges the former Competencies 4 and 5 into Competency 4 and establishes the practicum (formerly Competency 6) as Competency 5. The rule requires that the new competencies and indicators be incorporated into reading endorsement courses by August 2012.~~

FORM 101- Data Element Change

Data Element #:	221813	Author:	Sonja Bridges	Date Revised:	7/1/2020
Element Name:	Reading Endorsement, Competency 2 (Adopted 2011)				
Subject:	Element Name				Year: 2021
Revision Description:	Removed (Adopted 2011) from the Data Element Name				
DB2 Programming Changes Required	No				

(Enter revision below with track changes.)

Reading Endorsement, Competency 2 ~~(Adopted 2011)~~

Data Element #:	221813	Author:	Sonja Bridges	Date Revised:	7/1/2020
Element Name:	Reading Endorsement, Competency 2 (Adopted 2011)				
Subject:	Definition				Year: 2021
Revision Description:	Revised data element definition.				
DB2 Programming Changes Required	No				

(Enter revision below with track changes.)

A code to indicate the instructional staff member’s completion or non-completion of Competency 2 ~~(Adopted 2011)~~ required for a Reading Endorsement as adopted into per State Board Rule 6A-4.0163 ~~in (September-December 22, 2011-2019).~~

Data Element #:	221813	Author:	Sonja Bridges	Date Revised:	7/1/2020
Element Name:	Reading Endorsement, Competency 2 (Adopted 2011)				
Subject:	Code				Year: 2021
Revision Description:	Deleted codes C, G and P; revised codes N, Y and Z.				
DB2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

~~G 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 ~~(Adopted 2011)~~.

~~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.

FORM 101- Data Element Change

Y	Yes, the instructional staff member completed Competency 2 (Adopted 2011) .
Z	Not applicable – not an instructional employee or not required for/applicable to this instructional staff member.

Data Element #:	221813	Author:	Sonja Bridges	Date Revised:	7/1/2020
Element Name:	Reading Endorsement, Competency 2 (Adopted 2011)				
Subject:	Note	Year: 2021			
Revision Description:	Deleted the notes from the data element.				
DB2 Programming Changes Required	No				

(Enter revision below with track changes.)

~~Notes: The Reading Endorsement has been revised based on research conducted after the National Reading Panel Report was released and was adopted into State Board Rule 6A-4.0163 in September 2011. The new endorsement merges the former Competencies 4 and 5 into Competency 4 and establishes the practicum (formerly Competency 6) as Competency 5. The rule requires that the new competencies and indicators be incorporated into reading endorsement courses by August 2012.~~

FORM 101- Data Element Change

Data Element #:	221814	Author:	Sonja Bridges	Date Revised:	7/1/2020
Element Name:	Reading Endorsement, Competency 3 (Adopted 2011)				
Subject:	Element Name	Year: 2021			
Revision Description:	Remove (Adopted 2011) from the Data Element Name				
DB2 Programming Changes Required	No				

(Enter revision below with track changes.)

Reading Endorsement, Competency 3 ~~(Adopted 2011)~~

Data Element #:	221814	Author:	Sonja Bridges	Date Revised:	7/1/2020
Element Name:	Reading Endorsement, Competency 3 (Adopted 2011)				
Subject:	Definition	Year: 2021			
Revision Description:	Revised data element definition.				
DB2 Programming Changes Required	No				

(Enter revision below with track changes.)

A code to indicate the instructional staff member's completion or non-completion of Competency 3 ~~(Adopted 2011)~~ required for a Reading Endorsement as adopted into per State Board Rule 6A-4.0163 ~~in (September-December 22, 2011-2019).~~

Data Element #:	221814	Author:	Sonja Bridges	Date Revised:	7/1/2020
Element Name:	Reading Endorsement, Competency 3 (Adopted 2011)				
Subject:	Code	Year: 2021			
Revision Description:	Deleted codes C, G and P; revised codes N, Y and Z.				
DB2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

- ~~G~~ ~~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 ~~(Adopted 2011)~~.
- ~~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.

FORM 101- Data Element Change

Y	Yes, the instructional staff member completed Competency 3 (Adopted 2011) .
Z	Not applicable – not an instructional employee or not required for/applicable to this instructional staff member.

Data Element #:	221814	Author:	Sonja Bridges	Date Revised:	7/1/2020
Element Name:	Reading Endorsement, Competency 3 (Adopted 2011)				
Subject:	Note	Year: 2021			
Revision Description:	Deleted the notes from the data element.				
DB2 Programming Changes Required	No				

(Enter revision below with track changes.)

~~Notes: The Reading Endorsement has been revised based on research conducted after the National Reading Panel Report was released and was adopted into State Board Rule 6A-4.0163 in September 2011. The new endorsement merges the former Competencies 4 and 5 into Competency 4 and establishes the practicum (formerly Competency 6) as Competency 5. The rule requires that the new competencies and indicators be incorporated into reading endorsement courses by August 2012.~~

FORM 101- Data Element Change

Data Element #:	221815	Author:	Sonja Bridges	Date Revised:	7/1/2020
Element Name:	Reading Endorsement, Competency 4 (Adopted 2011)				
Subject:	Element Name				Year: 2021
Revision Description:	Removed (Adopted 2011) from the Data Element Name				
DB2 Programming Changes Required	No				

(Enter revision below with track changes.)

Reading Endorsement, Competency 4 ~~(Adopted 2011)~~

Data Element #:	221815	Author:	Sonja Bridges	Date Revised:	7/1/2020
Element Name:	Reading Endorsement, Competency 4 (Adopted 2011)				
Subject:	Definition				Year: 2021
Revision Description:	Revised data element definition.				
DB2 Programming Changes Required	No				

(Enter revision below with track changes.)

A code to indicate the instructional staff member’s completion or non-completion of Competency 4 ~~(Adopted 2011)~~ required for a Reading Endorsement as adopted into per State Board Rule 6A-4.0163 ~~in (September-December 22, 2011-2019).~~

Data Element #:	221815	Author:	Sonja Bridges	Date Revised:	7/1/2020
Element Name:	Reading Endorsement, Competency 4 (Adopted 2011)				
Subject:	Code				Year: 2021
Revision Description:	Deleted codes C, G and P; revised codes N, Y and Z.				
DB2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

~~G 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 ~~(Adopted 2011)~~.

~~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.

FORM 101- Data Element Change

Y	Yes, the instructional staff member completed Competency 4 (Adopted 2011) .
Z	Not applicable – not an instructional employee or not required for/applicable to this instructional staff member.

Data Element #:	221815	Author:	Sonja Bridges	Date Revised:	7/1/2020
Element Name:	Reading Endorsement, Competency 4 (Adopted 2011)				
Subject:	Note				Year: 2021
Revision Description:	Deleted the notes from the data element.				
DB2 Programming Changes Required	No				

(Enter revision below with track changes.)

~~Notes: The Reading Endorsement has been revised based on research conducted after the National Reading Panel Report was released and was adopted into State Board Rule 6A-4.0163 in September 2011. The new endorsement merges the former Competencies 4 and 5 into Competency 4 and establishes the practicum (formerly Competency 6) as Competency 5. The rule requires that the new competencies and indicators be incorporated into reading endorsement courses by August 2012.~~

FORM 101- Data Element Change

Data Element #:	221816	Author:	Sonja Bridges	Date Revised:	7/1/2020
Element Name:	Reading Endorsement, Competency 5 (Adopted 2011)				
Subject:	Element Name				Year: 2021
Revision Description:	Removed (Adopted 2011) from the Data Element Name				
DB2 Programming Changes Required	No				

(Enter revision below with track changes.)

Reading Endorsement, Competency 5 ~~(Adopted 2011)~~

Data Element #:	221816	Author:	Sonja Bridges	Date Revised:	7/1/2020
Element Name:	Reading Endorsement, Competency 5 (Adopted 2011)				
Subject:	Definition				Year: 2021
Revision Description:	Revised data element definition.				
DB2 Programming Changes Required	No				

(Enter revision below with track changes.)

A code to indicate the instructional staff member's completion or non-completion of Competency 5 ~~(Adopted 2011)~~ required for a Reading Endorsement as adopted into per State Board Rule 6A-4.0163 ~~in (September-December 22, 2011-2019).~~

Data Element #:	221816	Author:	Sonja Bridges	Date Revised:	7/1/2020
Element Name:	Reading Endorsement, Competency 5 (Adopted 2011)				
Subject:	Code				Year: 2021
Revision Description:	Deleted codes C, G and P; revised codes N, Y and Z.				
DB2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

- ~~G~~ 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 ~~(Adopted 2011)~~.
- ~~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.

FORM 101- Data Element Change

Y	Yes, the instructional staff member completed Competency 5 (Adopted 2011) .
Z	Not applicable – not an instructional employee or not required for/applicable to this instructional staff member.

Data Element #:	221816	Author:	Sonja Bridges	Date Revised:	7/1/2020
Element Name:	Reading Endorsement, Competency 5 (Adopted 2011)				
Subject:	Note				Year: 2021
Revision Description:	Deleted the notes from the data element.				
DB2 Programming Changes Required	No				

(Enter revision below with track changes.)

~~Notes: The Reading Endorsement has been revised based on research conducted after the National Reading Panel Report was released and was adopted into State Board Rule 6A-4.0163 in September 2011. The new endorsement merges the former Competencies 4 and 5 into Competency 4 and establishes the practicum (formerly Competency 6) as Competency 5. The rule requires that the new competencies and indicators be incorporated into reading endorsement courses by August 2012.~~