Florida Department of Education
Education Information and Accountability Services/
Educational Data Systems

Comprehensive Management Information System
Automated Staff Reporting Format

<u>1999-2000 Staff Inservice Education</u>

1.   This format should be reported for <u>each inservice component</u> in which the staff member participated during the fiscal year reported.

2.   INSERVICE EDUCATION, COMPONENT NUMBER: This element must match the comparable element on the Inservice Education Components format collected in Survey Period 1. Please see Appendix D in the <u>DOE Information Data Base Requirements: Volume II - Automated Staff information System</u> for explanation of numbering system for Inservice Education Component Numbers.

3.   KEY FIELDS: The key fields for this format are item numbers 1, 3, 4, 5, 6, and 13. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

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FIELD CHARACTERISTICS:	TAPE CHARACTERISTICS:	
A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified 　　　leading zeros L = Left justified	9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information_____ Record size _____ Block size _____	Date:　　　　　April 1999 Effective Date:　July 1999 Format No.:　　6365 Record Type:　1 of 1 Activity No.:　　DB9 36C

Item Number	From-To	Size	Field Char.	Field Description
1	**1-2**	**2**	**N/R**	**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 <u>DOE Information Data Base Requirements: Volume II - Automated Staff Information System</u>, Appendix B, for acceptable codes.
2	**3-6**	**4**	**N/R**	**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.
3	**7-16**	**10**	**A/N/L**	**Social Security Number**
				The number assigned to an individual by the Social Security Administration (left justified).
4	**17-17**	**1**	**N**	**Survey Period Code -** Always '5'
5	**18-21**	**4**	**N**	**Fiscal Year**
				The state fiscal year running from July 1 through June 30 for which the reported data are applicable.
				Example: 8788 Fiscal year July 1, 1987 through June 30, 1988

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Item Number	From-To	Size	Field Char.	Field Description
6	**22-29**	**8**	**N**	**Inservice Education, Component Number**
				A code which identifies each component from the district Master Inservice Plan. See <u>DOE Information Data Base Requirements: Volume II -- Automated Staff Information System</u>, Appendix D, for acceptable codes.
7	**30-35**	**6**	**A/N**	**Filler**
8	**36-38**	**3**	**N/R**	**Inservice Education, Participation Hours**
				The number of hours of participation in each inservice component.
				Example: (XXX) 060 = 60 participation hours
				NOTE: Participation hours must be greater than zero and must not exceed 120 hours.
9	**39-39**	**1**	**A**	**Inservice Education, Completion Status**
				The participant's completion status for the inservice component being reported.
				<u>Code</u> <u>Definition</u>
				Y The participant successfully demonstrated increased competence in 80% of the specific objectives offered in the component.
				N The participant did not successfully demonstrate increased competence in 80% of the specific objectives offered in the component.
10	**40-43**	**4**	**A/N**	**Filler**
11	**44-44**	**1**	**A**	**Transaction Code**
				A code indicating the appropriate action to be taken with respect to the district's data base reporting records.
				<u>Code</u> <u>Definition</u>
				A Add Record C Update Record D Delete Record

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Item Number	From-To	Size	Field Char.	Field Description
12	**45-46**	**2**	**N/R**	**District Number, Where Inservice Completed**
				The two-digit number for the district in which the staff member completed the inservice education component. See <u>DOE Information Data Base Requirements Volume II - Automated Staff Information System</u>, Appendix B, District Name Table.
13	**47-54**	**8**	**A/N**	**Inservice Education, Component End Date**
				The ending date for each inservice component being reported.
				MMDDYYYY 08161989 = The component was completed on August 16, 1989.
14	**55-80**	**26**	**A/N**	**Filler**