

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

**Comprehensive Management Information System  
Automated Staff Reporting Format**

**2001-2002 Staff Experience**

1. The experience elements are to be reported only for instructional personnel and instructional administrators excluding on-call substitute teachers. Submit this format during reporting period 2.
2. Each type of professional experience of the staff member should be submitted. In the case of instructional administrators who previously held instructional positions, all experience in instructional positions should be reported. The eight experience types are not mutually exclusive. Each year of professional experience should be reported in as many of the experience categories as are applicable.
3. An Experience Length of "00" indicates that the employee is in the first year for the indicated Experience Type. One year is added for each year of professional experience during which the staff member was employed more than one-half the number of days required for the normal contractual period of service for the position held.
4. KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, 4, and 5. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

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**2001-2002 STAFF EXPERIENCE**

<b>FIELD CHARACTERISTICS:</b>  A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	<b>TAPE CHARACTERISTICS:</b>  9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information _____ Record size _____ Block size _____	Date: April 2001  Effective Date: July 2001  Format No.: 6357  Record Type: 1 of 1  Activity No.: DB9 28B
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Item Number	From-To	Size	Field Char.	Field Description
<b>1</b>	<b>1-2</b>	<b>2</b>	<b>N/R</b>	<b>District Number</b>
				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
<b>2</b>	<b>3-12</b>	<b>10</b>	<b>A/N/L</b>	<b>Social Security Number</b>
				The number assigned to an individual by the Social Security Administration (left justified).
<b>3</b>	<b>13-13</b>	<b>1</b>	<b>N</b>	<b>Survey Period Code -Always "2"</b>
<b>4</b>	<b>14-17</b>	<b>4</b>	<b>N</b>	<b>Fiscal Year</b>
				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
<b>5</b>	<b>18-18</b>	<b>1</b>	<b>A</b>	<b>Experience Type</b>
				A code to identify each type of professional experience for instructional and instructional administrative employees (excluding substitute teachers).  (CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				<p><u>Code</u>    <u>Definition</u></p> <p>C        Service to the district in current job code assignment</p> <p>D        Teaching in current district</p> <p>A        Administration in education</p> <p>M        Military service</p> <p><u>Florida Teaching</u></p> <p>F        Teaching in Florida public schools</p> <p>S        Teaching in Florida nonpublic schools</p> <p><u>Out-of-State Teaching</u></p> <p>P        Teaching in out-of-state public schools</p> <p>N        Teaching in out-of-state nonpublic schools</p> <p>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.</p>
<b>6</b>	<b>19-20</b>	<b>2</b>	<b>N/R</b>	<b>Experience Length</b>
				<p>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.</p> <p>Examples:    04 = 4 years experience                          00 = 0 years experience                          10 = 10 years experience</p>
<b>7</b>	<b>21-21</b>	<b>1</b>	<b>A</b>	<b>Transaction Code</b>
				<p>A code indicating the appropriate action to be taken with respect to the district's data base reporting records.</p> <p><u>Code</u>    <u>Definition</u></p> <p>A        Add Record</p> <p>C        Update Record</p> <p>D        Delete Record</p>
<b>8</b>	<b>22-80</b>	<b>59</b>	<b>A/N</b>	<b>Filler</b>