2025-2026
AUTOMATED STAFF
INFORMATION DATABASE MANUAL

FOLLOWING ARE CHANGES AND
REVISIONS FOR STAFF DATABASE
REPORTING

FORMATS

2025-2026 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. During Survey Period 5, report this format 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 reading endorsement or certification. Progress towards endorsement/certification for Reading Coaches and others pursuing these credentials is 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
36	159-163	5	A/N	Filler
37	164-164	1	A	Mentor/Supervising Educator
38	165-165	1	A	Personnel Evaluation
39	166-167	2	N	Personnel Evaluation, Instructional Leadership Component
40	168-169	2	N	Personnel Evaluation, Instructional Practice Component
41	170-171	2	N	Personnel Evaluation, Professional and Job Responsibilities Component
42	172-173	2	N	Personnel Evaluation, Student Performance Component

43	174-174	1	A	Personnel Evaluation, Measures of Student Performance
~~44~~	175-175	1	A	Teacher Apprenticeship Program Indicator
~~44~~45	~~175~~176-208	~~34~~33	A/N	Filler
~~45~~46	209-222	14	A/N	Florida Education Identifier
~~46~~47	223-232	10	A/N/L	Staff Number Identifier, Local
~~47~~48	233-233	1	A	Literacy Micro-Credential
~~48~~49	234-234	1	A	Youth Mental Health Awareness Training
~~49~~50	235-235	1	A	Reading Endorsement
~~50~~51	236-240	5	A/N	Filler/Error Codes

Last Updated: 7/1/2025

DATA ELEMENTS

FORM 101- Data Element Change

Data Element #:	203905	Author:	Fady Fahmy	Date Revised:	5/22/2025
Element Name:	Employee Name, Legal				
Subject:	Definition		Year: 2526		
Revision Description:	Definition updated to include From-To positions				
DB2/DQ2 Programming Changes Required	No				

(Enter revision below with track changes.)

Data element definition:

The employee's last, first and middle names including appendage, as follows:

(17 characters) Last Name From 32 to 48

(3 characters) Appendage From 49 to 51

(12 characters) First Name From 52 - 63

(10 characters) Middle/Maiden Name or Initial. From 64 - 73

Description of Changes:

07/01/2025   Definition updated to include From-To positions

FORM 101- Data Element Change

Data Element #:	205180	Author:	Fady Fahmy	Date Revised:	5/23/2025
Element Name:	Fiscal Year Salary				
Subject:	Definition		Year: 2526		
Revision Description:	Updated definition language.				
DB2/DQ2 Programming Changes Required	No				

(Enter revision below with track changes.)

Data element definition:

Numerical value of all salaries paid to the staff member for the job being reported.

Description of changes:

07/01/2025: Updated definition language.

FORM 101- Data Element Change

Data Element #:	217445	Author:	Fady Fahmy	Date Revised:	5/23/2025
Element Name:	Additional Compensation Value				
Subject:	Definition		Year: 2526		
Revision Description:	Updated definition language.				
DB2/DQ2 Programming Changes Required	No				

(Enter revision below with track changes.)

Data element definition:

The monetary value of the additional compensation. Actual value of compensation paid to the employee up to the survey reporting period.

Description of changes:

07/01/2025: Updated definition language.

FORM 101- Data Element Change

Data Element #:	221818	Author:	Fady Fahmy	Date Revised:	5/23/2025
Element Name:	**Salary, Annual**				
Subject:	Definition		Year: 2526		
Revision Description:	Updated definition language.				
DB2/DQ2 Programming Changes Required	No				

(Enter revision below with track changes.)

Data element definition:

The annual salary, before deductions and excluding additional compensations (such as supplements or bonuses), expected to be paid to the employee in this job for the entire school year. This amount is the base salary and any salary adjustments (compensation that became part of the employee's permanent base salary).

Description of changes:

07/01/2025: Updated definition language.

FORM 101- Data Element Change

Data Element #:	221830	Author:	Fady Fahmy	Date Revised:	5/23/2025
Element Name:	Reading Endorsement				
Subject:	Code		Year: 2526		
Revision Description:	Updated codes N and Z, along with their definitions.				
DB2/DQ2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

Data element Codes:

R   The instructional personnel has met the requirement through the K-12 Reading Certification Exam.

Y   Yes, the instructional personnel has completed the Reading Endorsement.

~~Z~~ N   No, the instructional personnel has not completed the Reading Endorsement.

Z   Not applicable – not an instructional employee.

Description of changes:

07/01/2025: Updated codes N and Z, along with their definitions.

FORM 102- New Data Element

Data Element #: TBD	Author:	Tyrell Smith	Date Created:	5/29/2025

Element Name: Teacher Apprenticeship Program Indicator

Subject: New Data Element

Year: 2526

Definition: **An indicator of whether the staff member is participating in a registered Teacher Apprenticeship Program as defined by Statute 1012.555(2)(d).**

Code: Definition/Example
Y   Yes the staff member is participating in a registered Teacher Apprenticeship Program
N   No the staff member is not participating in a registered Teacher Apprenticeship Program

Notes:

Length: 1

Data Type: Alphabetic

Year Implemented: **2526**

State Standard: NO

Use types

    State Reporting: YES

    Local Accountability: YES

    FASTER: NO

    Migrant Tracking: NO

Required Grades: PK-12

Programs Required: All Programs

Formats Required: Staff Demographic

Applicable Edits: 3D, 3E

Surveys Required (Yes, Default, Optional, Variable, None):

    Survey 2   Yes

    Survey 3   Yes

    Survey 5   Yes

OSS (DB2) & DQ2 Programming Changes Required: YES

Appendix: None

EDITS

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

UPDATED 07/01/2025

2A.

If Survey Period Code is 2 or 3, then Days Absent, Temporary Duty Elsewhere must be 000. If Survey Period Code is 5, then Days Absent, Temporary Duty Elsewhere must be numeric and less than or equal to 180 for Employee Types RF, CF or TF for employees whose job codes place them on lines 9-19 (school administrators) or 21-33 (teachers) of the Public Schools Staff Survey (EEO-5); or it must be 999, unless District Number is 71. All others must ~~may~~ be 000.

~~If Survey Period Code is 2 or 3, then Days Absent, Temporary Duty Elsewhere must be 000. If Survey Period Code is 5, then Days Absent, Temporary Duty Elsewhere must be numeric and less than or equal to 180 or it must be 999, unless District Number is 71.~~

Record rejected

EXAMPLE

The first record below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Absent, Temporary Duty Elsewhere is greater than 180.

District Number	Social Security Number	Days Absent, Temporary Duty Elsewhere
16	123456789	002
* 16	123456780	210

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 Days Absent, Temporary Duty Elsewhere so that it is in the range 000 to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

UPDATED 07/01/2025

2B.

If Survey Period Code is 2 or 3, then Days Absent, Other must be 000. If Survey Period Code is 5, then Days Absent, Other must be numeric and less than or equal to 180 for Employee Types RF, CF or TF for employees whose job codes place them on lines 9-19 (school administrators) or 21-33 (teachers) of the Public Schools Staff Survey (EEO-5); or it must be 999, unless District Number is 71. All others ~~may~~must be 000.

~~If Survey Period Code is 2 or 3, then Days Absent, Other must be 000. If Survey Period Code is 5, then Days Absent, Other must be numeric and less than or equal to 180 or it must be 999, unless District Number is 71.~~

Record rejected

EXAMPLE

The first record below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Absent, Other is greater than 180.

District Number	Social Security Number	Days Absent, Other Leave
16	123456789	002
* 16	123456780	

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 Days Absent, Other so that it is in the range 000 to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

UPDATED 07/01/2025

<center>

2Z.

</center>

Reading Endorsement codes must be Y, R, N or Z.

<center>

Record rejected

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 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 are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement
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 codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

UPDATED 07/01/2025

28.

If Survey Period Code is 2 or 3, then Days Absent, Personal Leave must be 000. If Survey Period Code is 5, then Days Absent, Personal Leave must be numeric and less than or equal to 180 for Employee Types RF, CF or TF for employees whose job codes place them on lines 9-19 (school administrators) or 21-33 (teachers) of the Public Schools Staff Survey (EEO-5);or it must be 999, unless District Number is 71. All others m~~ay~~ust be 000.

~~If Survey Period Code is 2 or 3, then Days Absent, Personal Leave must be 000. If Survey Period Code is 5, then Days Absent, Personal Leave must be numeric and less than or equal to 180 or it must be 999, unless District Number is 71.~~

Record rejected

EXAMPLE

The first record below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Absent, Personal Leave is greater than 180.

District Number	Social Security Number	Days Absent Personal Leave
16	123456789	002
* 16	123456780	205

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 Days Absent, Personal Leave so that it is in the range 000 to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

UPDATED 07/01/2025

29.

If Survey Period Code is 2 or 3, then Days Absent, Sick Leave must be 000. If Survey Period Code is 5, then Days Absent, Sick Leave must be numeric and less than or equal to 180 for Employee Types RF, CF or TF for employees whose job codes place them on lines 9-19 (school administrators) or 21-33 (teachers) of the Public Schools Staff Survey (EEO-5); or it must be 999, unless District Number is 71. All others must ~~ay~~ be 000.

~~If Survey Period Code is 2 or 3, then Days Absent, Sick Leave must be 000. If Survey Period Code is 5, then Days Absent, Sick Leave must be numeric and less than or equal to 180 or it must be 999, unless District Number is 71.~~

Record rejected

EXAMPLE

The first record below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Absent, Sick Leave is greater than 180.

District Number	Social Security Number	Days Absent Sick Leave
16	123456789	002
* 16	123456780	195

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 Days Absent, Sick Leave so that it is in the range 000 to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

NEW 07/01/2025

3D.

If Survey Period Code is 2, 3 and 5, then Teacher Apprenticeship Program Indicator must be Y or N.

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 record would be rejected because the Teacher Apprenticeship Program Indicator code is not valid for the applicable Survey Period Code. The third record would be rejected because the Teacher Apprenticeship Program Indicator code is not valid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Teacher Apprenticeship Program Indicator
01	123456789	2	****	Y
*01	123456780	2	****	Z
*01	112345678	2	****	Q

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 Teacher Apprenticeship Program Indicator and resubmit the records.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

NEW 07/01/2025

3E.

If Teacher Apprenticeship Program Indicator is Y, then Job Code must be 59050.

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 record would be rejected because the Job Code is not valid for the Teacher Apprenticeship Program Indicator.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Teacher Apprenticeship Program Indicator	Job Code
01	123456789	2	****	Y	59050
*01	112345678	2	****	Y	35095

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 Teacher Apprenticeship Program Indicator and resubmit the records.