

**DOE INFORMATION DATA BASE  
REQUIREMENTS:  
VOLUME II – AUTOMATED STAFF  
INFORMATION SYSTEM 2014**

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

Year: 2014-15

---

Data Element Number: **200320**

Data Element Name: **Additional Withholding Tax**

The additional amount of federal withholding taxes taken, per pay period.

<b>Code</b>	<b>Definition/Example</b>
00500	= \$50.00 additional tax withheld

**Length:** 6

**Data Type:** Numeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

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

Year: 2014-15

---

Data Element Number: **200640**

Data Element Name: **Address, Mailing**

The employee's mailing address:

(25 characters) - Street number and name, P.O. box, or route and box number

(10 characters) - Apartment number, building number, etc.

(20 characters) - City and state. Positions 19-20 must be a two-character state code. (See attached table of state codes in Appendix H.)

(9 characters) - Zip code left justified.

NOTE: These are fixed fields.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

	Not applicable for this element.
--	----------------------------------

**Length:** 64

**Data Type:** Alphanumeric

**Year Implemented:** 9192

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

Appendix H: State Codes

**Description of Changes:**

None

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

Year: 2014-15

---

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

Year: 2014-15

---

Data Element Number: **200960**

Data Element Name: **Address, Residence**

The employee's residence address (if different from mailing address).

This is a free-form field.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

Not applicable for this element.

**Length:** 64

**Data Type:** Alphanumeric

**Year Implemented:** 8990

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

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

Year: 2014-15

---

Data Element Number: **201905**

Data Element Name: **Birth Date**

The numeric representation of the date on which the staff member was born.

<b>Code</b>	<b>Definition/Example</b>
MMDDYYYY	Example: 09171974 = September 17, 1974

**Length:** 8

**Data Type:** Numeric

**Year Implemented:** 9293

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**

None

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

Year: 2014-15

---

Data Element Number: **202715**

Data Element Name: **Contract Status**

A code to identify the contract status of instructional personnel.

<b>Code</b>	<b>Definition/Example</b>
AC	Annual Contract
CC	Continuing Contract
MY	Multiyear Contract
PC	Probationary Contract
PS	Professional Service Contract
SS	Single Status - no differentiation between annual and continuing contract
ZZ	Employee is a noninstructional staff member, a substitute teacher and/or is not paid on the regular instructional personnel salary schedule

**Length:** 2

**Data Type:** Alphabetic

**Year Implemented:** 8990

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2013 Surveys Requi Identified Survey Periods required for the re-activated data element.

7/1/2013 Formats Requi Identified the Staff format required for this data element.

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

Year: 2014-15

---

7/1/2013 Codes	Updated additional types of contracts .
7/1/2013 Use Type	Re-activated this data element from local accountability to include required state reporting again.
6/1/2011 Codes	Added new code PC according to SB 736.



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

Year: 2014-15

---

Data Element Number: **202850**

Data Element Name: **Country of Citizenship**

A code to identify the employee's country of citizenship, if other than the United States.

See Appendix C: Country Codes.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

Not applicable for this element.

**Length:** 2

**Data Type:** Alphanumeric

**Year Implemented:** 8990

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

Appendix C: Country Codes

**Description of Changes:**

None

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

Year: 2014-15

---

Data Element Number: **202960** **Year Deleted: 1314**

Data Element Name: **Date Left Teaching**

The date the regular full-time classroom teacher left the teaching position in the district.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

MMDDYYYY	Example: 06022007 = June 2, 2007
----------	----------------------------------

**Length:** 8

**Data Type:** Numeric

**Year Implemented:** 0607

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2013 Year Inactive Deleted for fiscal year 2013-14.

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

Year: 2014-15

---

Data Element Number: **203070**

Data Element Name: **Days Absent, Other**

Number of days in the 180 day school year that the teacher or school administrator was absent attributed to reasons other than personal leave, sick leave, and temporary duty elsewhere. The school year comprises the student contact days for that school. (Round to the nearest full day.) Examples of reasons for these absences include annual leave, vacation leave, professional leave, suspension with or without pay, illness-in-line-of-duty leave, sabbatical leave, military leave, absence without leave, etc. These examples are guidelines only and may vary from district to district.

Use 999 for teachers and school administrators who were on leave with pay and those who received only benefit or supplement pay for the fiscal year. Use 000 for employees other than teachers and administrators.

Note: Teachers are those employees whose job codes place them on lines 21-33 of the Public Schools Staff Survey (EEO-5). School administrators are those whose job codes place them on lines 9-19 of the Public Schools Staff Survey (EEO-5).

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

	Not applicable for this element.
--	----------------------------------

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 0001

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Default

Survey 3 Default

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**

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

Year: 2014-15

---

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

Year: 2014-15

---

Data Element Number: **203080**

Data Element Name: **Days Absent, Personal Leave**

Number of days in the 180 day school year that the teacher or school administrator was absent for personal leave, as defined by the school district. The school year comprises the student contact days for that school. Report for regular full time and temporary full time staff only. (Round to the nearest full day.)

Use 999 for teachers and school administrators who were on leave with pay and those who received only benefit or supplemental pay for the fiscal year. Use 000 for employees other than teachers and administrators.

Note: Teachers are those employees whose job codes place them on lines 21-33 of the Public Schools Staff Survey (EEO-5). School administrators are those whose job codes place them on lines 9-19 of the Public Schools Staff Survey (EEO-5).  
Length:

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

Not applicable for this element.

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 0001

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Default

Survey 3 Default

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**

None



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

Year: 2014-15

---

Data Element Number: **203090**

Data Element Name: **Days Absent, Sick Leave**

Number of days in the 180 day school year that the teacher or school administrator was absent attributed to sick leave. The school year comprises the student contact days for that school. (Round to the nearest full day.) Examples of sick leave include personal illness or injury, family illness, maternity leave, family medical leave, catastrophic illness, etc. These examples are guidelines only and may vary from district to district.

Use 999 for teachers and school administrators who were on leave with pay and those who received only benefit or supplemental pay for the fiscal year. Use 000 for employees other than teachers and administrators.

Note: Teachers are those employees whose job codes place them on lines 21-33 of the Public Schools Staff Survey (EEO-5). School administrators are those whose job codes place them on lines 9-19 of the Public Schools Staff Survey (EEO-5).

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

	Not applicable for this element.
--	----------------------------------

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 0001

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Default

Survey 3 Default

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**

None





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

Year: 2014-15

---

Data Element Number: **203100**

Data Element Name: **Days Absent, Temporary Duty Elsewhere**

Number of days in the 180 day school year that the teacher or school administrator was absent attributed to temporary duty elsewhere. The school year comprises the student contact days for that school. (Round to the nearest full day.) Examples of temporary duty elsewhere include attendance at conferences, professional meetings, study courses, workshops, school academic or athletic events, etc. These examples are guidelines only and may vary from district to district.

Use 999 for teachers and school administrators who were on leave with pay and those who received only benefit or supplemental pay for the fiscal year. Use 000 for employees other than teachers and administrators.

Note: Teachers are those employees whose job codes place them on lines 21-33 of the Public Schools Staff Survey (EEO-5). School administrators are those whose job codes place them on lines 9-19 of the Public Schools Staff Survey (EEO-5).  
Length:

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

	Not applicable for this element.
--	----------------------------------

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 0001

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Default

Survey 3 Default

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**

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

Year: 2014-15

---

Data Element Number: **203140**

Data Element Name: **Days Present**

Number of days in the 180 day school year that the teacher or administrator was present in the job. The school year comprises the student contact days for that school. Report for regular full time and temporary full time staff only. (Round to the nearest full day.)

Use 999 for teachers and school administrators who were on leave with pay and those who received only benefit or supplemental pay for the fiscal year. Use 000 for employees other than teachers and administrators.

Note: Teachers are those employees whose job codes place them on lines 21-33 of the Public Schools Staff Survey (EEO-5). School administrators are those whose job codes place them on lines 9-19 of the Public Schools Staff Survey (EEO-5).

**Code            Definition/Example**

                    Not applicable for this element.

**Length:**                            3

**Data Type:**                  Numeric

**Year Implemented:**             0001

**State Standard:**                No

**Use Types:**

State Reporting:                  Yes

Local Accountability:             Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2      Default

Survey 3      Default

Survey 5      Yes

Survey 8      Optional

**Appendixes:**

None

**Description of Changes:**

None

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

Year: 2014-15

---

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

Year: 2014-15

Data Element Number: **203170**

Data Element Name: **Degree/Credential Earned**

A code to identify the highest degree level earned by an employee.

Code	Definition/Example
A	Associate's
B	Bachelor's
C	Child Development Associate (CDA) or CDA Equivalent
D	Doctorate
M	Master's
S	Specialist
Z	Not applicable

Note:

1. Child Development Associate (CDA) Equivalent is more recently termed ECPC – Early Childhood Professional Certificate or FCCPC – Florida Child Care Professional Credential.

Section 1002.63 – School-year prekindergarten program delivered by public schools / 1002.63(4)  
 Each public school must have, for each prekindergarten class, at least one prekindergarten instructor who meets each requirement in s.1002.55(3)(c) for a prekindergarten instructor of a private prekindergarten provider.

Section 1002.55(3)(c) –The private prekindergarten provider must have, for each prekindergarten class, at least one prekindergarten instructor who meets each of the following requirements: 1. The prekindergarten instructor must hold, at a minimum, one of the following credentials: a. A child development associate credential issued by the National Credentialing Program of the Council for Professional Recognition; or b. a credential approved by the Department of Children and Family Services as being equivalent to or greater than the credential described in sub-subparagraph a.

2. Employee job codes that place them on line numbers 44-54, inclusive, on the Public Schools Staff Survey – EEO-5 should be coded with a Z.

**Length:** 1

**Data Type:** Alphanumeric

**Year Implemented:** 8889

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

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

Year: 2014-15

---

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**

None

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

Year: 2014-15

---

Data Element Number: **203490**

Data Element Name: **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 Appendix B: District Name Table.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

Not applicable for this element.

Format Note:

All state reporting formats are required for this data element.

**Length:** 2

**Data Type:** Numeric

**Year Implemented:** 9394

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**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

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

Year: 2014-15

---

Survey 3 Yes

Survey 5 Yes

Survey 8 Yes

**Appendixes:**

Appendix B: District Name Table

**Description of Changes:**

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



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

Year: 2014-15

---

Data Element Number: **203540**

Data Element Name: **District Number, Where Professional Development Completed**

The two-digit number for the district in which the staff member completed the professional development education component.

See Appendix B: District Name Table.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

Not applicable for this element.

**Length:** 2

**Data Type:** Numeric

**Year Implemented:** 9293

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Professional Development DB9 36x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

Appendix B: District Name Table

**Description of Changes:**

None

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

Year: 2014-15

---

Data Element Number: **203810**

Data Element Name: **Duty Days**

The standard number of days per year an employee in this job is scheduled to work (including paid holidays). Temporary or Substitute employees should be coded "000". Right justified.

Examples:

210 - The employee is in a job for which the standard number of duty days per year is 210.

000 - The employee is a Temporary, Substitute or Student employee.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

	Not applicable for this element.
--	----------------------------------

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 9293

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

None

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

Year: 2014-15

---

Data Element Number: **203905**

Data Element Name: **Employee Name, Legal**

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

(17 characters) Last Name

(3 characters) Appendage

(12 characters) First Name

(10 characters) Middle/Maiden Name or Initial

These are fixed fields.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

	Not applicable for this element.
--	----------------------------------

**Length:** 42

**Data Type:** Alphanumeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Yes

**Appendixes:**

None

**Description of Changes:**



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

Year: 2014-15

---

Data Element Number: **204000**

Data Element Name: **Employee Type**

A code to identify the type of employment with the school board.

<b>Code</b>	<b>Definition/Example</b>
RF	Regular full-time employee
RP	Regular part-time employee
ST	Student employee
TF	Temporary full-time employee
TP	Temporary part-time employee

Note: Report an employee as full-time if the employee's total current assignments require the employee's services each working day at least the number of hours equal to the number of hours of a regular working day for that job.

Note: Long term substitutes should be reported as temporary full-time employees (TF) and short term substitutes should be reported as temporary part-time employees (TP) unless the employee holds regular employment status.

**Length:** 2

**Data Type:** Alphabetic

**Year Implemented:** 9091

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

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

Year: 2014-15

---

None

**Description of Changes:**

None

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

Year: 2014-15

---

Data Element Number: **204095**

Data Element Name: **Employment Date, Continuous Employment**

The date on which continuous employment with the school district began. This is the date of the latest entry into the payroll personnel system from which there has been no break in service.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

MMDDYYYY	Example: 08221975 = August 22, 1975
----------	-------------------------------------

**Length:** 8

**Data Type:** Numeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**

None





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

Year: 2014-15

---

Data Element Number: **204285**

Data Element Name: **Employment Date, Original Position**

The first date of employment with the school district, regardless of breaks in service.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

MMDDYYYY	Example: 09031978 = September 3, 1978
----------	---------------------------------------

**Length:** 8

**Data Type:** Numeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**

None

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

Year: 2014-15

---

Data Element Number: **204380**

Data Element Name: **Employment Length**

The number of months (to the nearest half month) an employee in this position is scheduled to work.

Examples:

<b>Code</b>	<b>Definition/Example</b>
000	Temporary/Substitute
090	9 months
095	9 1/2 months
120	12 months

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

None

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

Year: 2014-15

---

Data Element Number: **204570**

Data Element Name: **Employment Status Code**

A code to identify the employee's current employment relationship with the school board.

<b>Code</b>	<b>Definition/Example</b>
A	Active employee
L	Leave of absence without pay
P	Leave of absence with pay
T	Terminated employee - separated from employment with the district

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Fiscal Year Salaries DB9 43x

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

None

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

Year: 2014-15

---

Data Element Number: **204605**

Data Element Name: **Ethnicity**

A code to indicate whether the staff member is of Hispanic or Latino ethnicity as per the description below.

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin" can be used in addition to "Hispanic or Latino".

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

N	No, the staff member is not of Hispanic/Latino origin.
---	--

Y	Yes, the staff member is of Hispanic/Latino origin.
---	---

**Notes**

This element was first required in the 2009-10 fiscal year.

Staff members coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

**Length:** 1

**Data Type:** Alphanumeric

**Year Implemented:** 0809

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**

None



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

Year: 2014-15

---

Data Element Number: **204640**

Data Element Name: **Exempt from Public Records Law, Employee**

A one-digit code used to identify an employee, spouse or child of an employee who is exempt from the Florida Public Records Law (Section 119, Florida Statutes).

<b>Code</b>	<b>Definition/Example</b>
Y	Employee, spouse or child of an employee who is exempt from the Florida Public Records Law
Z	Not applicable

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 9596

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Yes

**Appendixes:**

None

**Description of Changes:**

9/9/2013 Codes Updated language to code "Y" to align with revised definition.

9/9/2013 Definition Updated the definition to align with language in statute identifying all parties eligible for exemption.

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

Year: 2014-15

---

Data Element Number: **204665**

Data Element Name: **Experience Length**

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.

<b>Code</b>	<b>Definition/Example</b>
00	Example: 00 = 0 years experience
04	Example: 04 = 4 years experience
10	Example: 10 = 10 years experience

**Length:** 2

**Data Type:** Numeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Experience DB9 28x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

None

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

Year: 2014-15

---

Data Element Number: **204760**

Data Element Name: **Experience Type**

A code to identify each type of professional experience for instructional and instructional administrative employees (excluding substitute teachers).

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

A	Administration in education
C	Service to the district in current job code assignment
D	Teaching in current district
M	Military Service

**Florida Teaching**

F	Teaching in Florida public schools
S	Teaching in Florida nonpublic schools

**Out-of-State Teaching**

N	Teaching in out-of-state nonpublic schools
P	Teaching in out-of-state public schools

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.

Any reference to public school teaching experience (Types F & P) includes that earned at charter schools.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 8990

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Experience DB9 28x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

Page 39 of 175



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

Year: 2014-15

---

None

**Description of Changes:**

None

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

Year: 2014-15

---

Data Element Number: **205080**

Data Element Name: **Fiscal Year**

The state fiscal year running from July 1 through June 30 for which the reported data are applicable.

<b>Code</b>	<b>Definition/Example</b>
8788	Example: Fiscal year July 1, 1987 through June 30, 1988

**Length:** 4

**Data Type:** Numeric

**Year Implemented:** 9394

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**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

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

Year: 2014-15

---

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.

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

Year: 2014-15

---

Data Element Number: **205180**

Data Element Name: **Fiscal Year Salary**

All salaries paid to the staff member for the job being reported.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

NNNNNNNNN	Example: 001700000 = \$17,000.00
-----------	----------------------------------

**Length:** 9

**Data Type:** Numeric

**Year Implemented:** 9798

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Fiscal Year Salaries DB9 43x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

None

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

Year: 2014-15

---

Data Element Number: **206000**

Data Element Name: **Florida Educators Certificate Expiration Year**

The date the staff member's Florida Educators Certificate expires.

<b>Code</b>	<b>Definition/Example</b>
YYYY	Example: 2004 = an expiration date of June 30, 2004

**Length:** 4

**Data Type:** Numeric

**Year Implemented:** 9192

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

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

Year: 2014-15

---

Data Element Number: **206020**

Data Element Name: **Florida Educators Certificate Number**

The ten-digit number that is either assigned by the Department of Education for a teacher or a district- assigned number given in accordance with the assignment codes below:

<b>Code</b>	<b>Definition/Example</b>
0000000000	Employee has no assigned certificate number.
0000999999	A number assigned to a community college or university instructor for reporting purposes.
9999999999	A number assigned to a teacher providing special educational programs through contractual arrangements in a nonpublic school or facility in accordance with Rule 6A-6.0361, FAC.
<b>Regular</b>	
0000000001- 0000999998,	The regular number assigned by the Certification Section of the Department of Education.
0001000000- 0009999999:	The regular number assigned by the Certification Section of the Department of Education.

All numbers should be right justified.

**Length:** 10

**Data Type:** Numeric

**Year Implemented:** 9293

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

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

Year: 2014-15

---

**Description of Changes:**

None

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

Year: 2014-15

---

Data Element Number: **206030**

Data Element Name: **Florida Educators Certificate Subject Coverage**

A code for each subject the staff member is certified to teach.

The file containing the codes is at NWRDC.

File Description: Subject Code Name File

Dataset Name: DPS.DISTRICT.K9.F61707.Yxxxx  
xxxx is the school year (i.e., 9394)

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

Not applicable for this element.

**Length:** 4

**Data Type:** Alphanumeric

**Year Implemented:** 9293

**State Standard:** Yes

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None



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

Year: 2014-15

---

Data Element Number: **206040**

Data Element Name: **Florida Educators Certificate Type**

A code to identify the type of certificate issued to instructional personnel.

<b>Code</b>	<b>Definition/Example</b>
AC	Athletic Coaching
NP	Non-renewable Professional
RG	Regular/Professional
SB	Substitute
TB	Temporary (one year) certificate with credit required to reissue
TC	Temporary (one year) certificate with no credit required to reissue
TD	Temporary (three years) Non-renewable certificate
TM	Temporary (two years)

**Length:** 2

**Data Type:** Alphanumeric

**Year Implemented:** 9192

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

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

Year: 2014-15

Data Element Number: **206515**      **Year Deleted: 1314**

Data Element Name: **Future Employment Plans**

The type and location of future employment accepted by the classroom teacher who is leaving a regular full-time teaching position.

<b>Code</b>	<b>Definition/Example</b>
<b>Accepted a position other than teaching or the field of education:</b>	
G	within the same county
H	within another county in Florida
I	outside the State of Florida
<b>Accepted another position in the field of education:</b>	
D	within the same district
E	within another district in Florida
F	outside the State of Florida
<b>Accepted another teaching position:</b>	
A	at a nonpublic school within the district
B	within another district in Florida
C	outside the State of Florida
<b>Not applicable</b>	
Y	Teacher declines to disclose future plans.
Z	Teacher has not accepted employment elsewhere

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0607

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

**Surveys Required:**

Survey 5      Yes

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

Year: 2014-15

---

**Appendixes:**

None

**Description of Changes:**

7/1/2013 Year Inactive Deleted for fiscal year 2013-14.

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

Year: 2014-15

---

Data Element Number: **207395**

Data Element Name: **Highly Qualified Paraprofessional**

A code to indicate the qualification status of a paraprofessional in relation to No Child Left Behind (NCLB) requirements.

<b>Code</b>	<b>Definition/Example</b>
A	Has an associate's or higher degree
B	Has two years of study at an institution of higher education
C	Meets locally approved academic assessment of qualifications
D	Not NCLB qualified
Z	Not Applicable

**Note:**

This data element applies to paraprofessionals with instructional roles which include selected job codes beginning with 51 through 59.

Non-instructional paraprofessionals should be coded "Z."

Non-instructional paraprofessional activities and job codes include, but are not limited to, the following: personal care services, parental involvement activities (91033), food service (76024), playground/cafeteria supervision (76024), bus aides/bus attendants (52051 & 78032), clerical duties, non-instructional computer assistance, non-instructional media center/library supervision (62040), and translators (not providing instructional support).

**Length:** 1

**Data Type:** Alphanumeric

**Year Implemented:** 0405

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Additional Job Assignments DB9 31x

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

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

Year: 2014-15

---

Survey 5      Yes

Survey 8      Optional

**Appendixes:**

None

**Description of Changes:**

None

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

Year: 2014-15

---

Data Element Number: **208750**

Data Element Name: **Job Code**

The code associated with each job assignment of the employee.

Example: 51077 Bilingual Specialist

See Appendix E: Job Code Assignments.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

Not applicable for this element.

**Length:** 5

**Data Type:** Numeric

**Year Implemented:** 9798

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Fiscal Year Benefits DB9 44x

Staff Fiscal Year Salaries DB9 43x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

Appendix E: Job Code Assignments

**Description of Changes:**

None

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

Year: 2014-15

---

Data Element Number: **208830**

Data Element Name: **Job Code, Additional**

The code associated with each additional job assignment of the employee.

Example: 51077 Bilingual Specialist

See Appendix E: Job Code Assignments.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

Not applicable for this element.

NOTE: Caution should be used in differentiating an additional job assignment from a second primary job. For example, if a teacher of Language Arts, Middle/Junior High also teaches a class of gifted students one period each day, the job assignment of "Teacher, Gifted" is an additional job assignment.

**Length:** 5

**Data Type:** Numeric

**Year Implemented:** 8990

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Additional Job Assignments DB9 31x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

Appendix E: Job Code Assignments

**Description of Changes:**

None

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

Year: 2014-15

---

Data Element Number: **208950**

Data Element Name: **Job Code FTE**

The full-time equivalency of the job assignment (to the nearest whole percent). For one full-time equivalency, the employee's services are required each working day at least the number of hours equal to the number of hours of a regular working day for that job.

Examples:

100 100% of the employee's time is spent at the reported job assignment.  
050 50% of the employee's time is spent at the reported job assignment.  
000 Substitute teacher, temporary part-time or student employee.

**Code**                      **Definition/Example**

Not applicable for this element.

NOTE: The sum of all job code FTEs for one full-time position should not exceed 100.

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 8990

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Additional Job Assignments DB9 31x

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

None



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

Year: 2014-15

Data Element Number: **209070**

Data Element Name: **Job Code Fund Source**

A code to identify up to three fund sources (and corresponding percentages) from which the employee's salary is paid:

Code	Definition/Example
B	Elementary and Secondary Education Act (ESEA), as amended by NCLB Title I, Part A
C	Charter School, Not Paid Through District
E	IDEA - Individuals with Disabilities Education Act
G	State/Local Funded Programs (e.g., FEFP, State Categorical Programs)
M	Elementary and Secondary Education Act (ESEA), as amended by NCLB Title I, Part C (Migrant Education Program)
N	State Fiscal Stabilization Funds (ARRA)
O	Other Federal Programs
P	Targeted ARRA Stimulus Funds
Q	Other ARRA Stimulus Grants
R	Reading First Grant
S	Florida Education Finance Program (FEFP) Reading Allocation
T	Race to the Top (ARRA)
U	Education Jobs Fund

Examples:

B050G0500000 Fifty percent of the employee's salary or wage is paid from ESEA, Title 1, and 50 percent is paid from State Funded Programs.

E10000000000 One hundred percent of the employee's salary or wage is paid from IDEA, Individuals with Disabilities Education Act.

**Length:** 12

**Data Type:** Alphanumeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Additional Job Assignments DB9 31x

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

Year: 2014-15

---

Staff Fiscal Year Salaries DB9 43x

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2      Yes

Survey 3      Yes

Survey 5      Yes

**Appendixes:**

None

**Description of Changes:**

None

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

Year: 2014-15

---

Data Element Number: **209310**

Data Element Name: **Job Code, Primary**

The code associated with each primary job assignment of the employee.

Example: 53002 Business Education Teacher

See Appendix E: Job Code Assignments.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

Not applicable for this element.

NOTE: The majority of employees in a district will have only one primary job. However, it is possible for some individuals to have more than one primary job. For example, an employee could hold the primary job of bus driver and a second primary job of cafeteria worker. Caution should be used in differentiating a second primary job from an additional job assignment.

**Length:** 5

**Data Type:** Numeric

**Year Implemented:** 8990

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

Appendix E: Job Code Assignments

**Description of Changes:**

None



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

Year: 2014-15

Data Element Number: **211930**

Data Element Name: **Migrant Regular School Year**

A code to identify the job category of the employee who worked with the Migrant program during the regular school year and who was paid from Title I, Part C, Migrant Education Program funds and the corresponding full-time equivalency (FTE) of this assignment.

Code	Definition/Example
A	Administrators and coordinators (non-clerical)
B	Teachers
C	Paraprofessionals (instructional)
D	Paraprofessionals (non-instructional)
E	Counselors
F	Recruiters
G	Records Transfer Staff
H	Other employee paid from Title I, Part C, MEP funds but not included in codes A-G above.
Z	Employee was not paid from Title I, Part C, Migrant Education Program funds during the regular school year or was employed in a school-wide program where MEP funds were combined with those of other programs.

Examples:

B050 Fifty percent of the teacher's assignment was in the Migrant Education Program during the regular school year and was paid from Title I, Part C, Migrant Education Program funds.

C100 One hundred percent of the instructional paraprofessional's assignment was in the Migrant Education Program during the regular school year and was paid from Title I, Part C, Migrant Education Program funds.

Z000 This employee was not paid from Title I, Part C, Migrant Education Program funds during the regular school year or was employed in a school-wide program where MEP funds were combined with those of other programs.

NOTE: To calculate FTE, use the percentage of time the employee was funded by MEP funds. Alternatively, calculate FTE using the number of days worked. One regular school year FTE equals 180 full-time work days. To calculate FTE, sum the total days the individual worked for the regular school year and divide this sum by the number of full-time days that constitute one FTE, i.e., 180 days.

Use only the percentage of days worked by an individual that were paid by MEP funds in calculating the total FTE numbers to be reported.

Do not include staff employed in school wide programs where MEP funds are combined with those of other programs. These employees should be coded Z000.

**Length:** 4  
**Data Type:** Alphanumeric  
**Year Implemented:** 0708  
**State Standard:** No  
**Use Types:**  
 State Reporting: Yes

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

Year: 2014-15

---

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Fiscal Year Salaries DB9 43x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

None

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

Year: 2014-15

Data Element Number: **212010**

Data Element Name: **Migrant Summer**

A code to identify the job category of the employee who worked with the Migrant Summer/Intersession program and who was paid from Title I, Part C, Migrant Education Program (MEP) funds and the corresponding full-time equivalency (FTE) of this assignment.

Code	Definition/Example
A	Administrators and coordinators (non-clerical)
B	Teachers
C	Paraprofessionals (instructional)
D	Paraprofessionals (non-instructional)
E	Counselors
F	Recruiters
G	Records transfer staff
H	Other employee paid from Title I, Part C, MEP funds but not included in codes A-G above.
Z	Employee was not paid from Title I, Part C, Migrant Education Program (MEP) funds during the summer/intersession term(s) or was employed in a school-wide program where MEP funds were combined with those of other programs.

Examples:

B020 Twenty percent of the teacher's assignment was in the Migrant Education Program during the summer/intersession term(s) and was paid from Title I, Part C, Migrant Education Program funds.

C100 One hundred percent of the instructional paraprofessional's assignment was in the Migrant Education Program during the summer/intersession term(s) and was paid from Title I, Part C, Migrant Education Program funds.

Z000 This employee was not paid from Title I, Part C, Migrant Education Program funds during the summer/intersession term(s) or was employed in a school-wide program where MEP funds were combined with those of other programs.

NOTE: To calculate FTE, use the percentage of time the employee was funded by MEP funds. Alternatively, calculate FTE using the number of days worked. One summer term FTE is equal to 30 full-time work days. To calculate the FTE number, sum the total days the individual worked for a term and divide this sum by the number of full-time days that constitute one FTE in the term (i.e., 30 days).

Use only the percentage of days worked by an individual that were paid by MEP funds in calculating the total FTE numbers to be reported.

Do not include staff employed in school wide programs where MEP funds are combined with those of other programs. These employees should be coded Z000.

**Length:** 4

**Data Type:** Alphanumeric

**Year Implemented:** 0708

**State Standard:** No

**Use Types:**

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

Year: 2014-15

---

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Fiscal Year Salaries DB9 43x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

None



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

Year: 2014-15

---

Data Element Number: **212090**

Data Element Name: **Multidistrict Employee, Assignment Identifier**

A code to identify those individuals employed in more than one district.

<b>Code</b>	<b>Definition/Example</b>
X	Multidistrict consortium employee, in accordance with Rule 6A-1.099, FAC, Cooperative projects and activities.
Y	Employed in more than one district through another formal agreement or employed in projects serving more than one district.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Multidistrict Employee DB9 29x

**Surveys Required:**

Survey 2

**Appendixes:**

None

**Description of Changes:**

None

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

Year: 2014-15

---

Data Element Number: **212410**

Data Element Name: **Multidistrict Employee, District Number**

The number for each district which a multidistrict employee serves other than the fiscal agent district. For employees serving the entire state, enter 99.

See Appendix B: District Name Table.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

Not applicable for this element.

**Length:** 2

**Data Type:** Numeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Multidistrict Employee DB9 29x

**Surveys Required:**

Survey 2 Yes

**Appendixes:**

Appendix B: District Name Table

**Description of Changes:**

None

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

Year: 2014-15

---

Data Element Number: **212730**

Data Element Name: **Number of Exemptions**

The number of exemptions claimed for federal income tax withholding purposes.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

Not applicable for this element.

**Length:** 2

**Data Type:** Numeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

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

Year: 2014-15

---

Data Element Number: **214515**      **Year Deleted: 1314**

Data Element Name: **Pay Class**

A code to identify the pay schedule to which the employee belongs.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

A	Administrative schedule
E	Elected/Appointed Position
I	Instructional schedule
O	Other

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2013 Year Inactive Deleted for fiscal year 2013-14.

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

Year: 2014-15

Data Element Number: **214710**      **Year Deleted: 1314**

Data Element Name: **Pay Frequency**

**Code**                      **Definition/Example**

**For employees paid on a daily basis:**

0500 - A daily paid employee is scheduled to work 5 days per week.

XX.XX                      The number of days per week an employee in this job is scheduled to work.

**For employees paid on an hourly basis:**

0775 - An hourly paid employee is schedule to work 7 3/4 hours per day.

0400 - An hourly paid employee is scheduled to work 4 hours per day.

XX.XX                      The number of hours per day an employee in this job is scheduled to work.

**For Salaried Employees:**

1200 - A salaried employee is paid 12 times per year.

XX.XX                      The number of pay periods an employee in this job is paid each year.

**For temporary part-time employees this may be zero filled.**

0000 - Temporary or student employee.

**Length:**                                      4

**Data Type:**                                Numeric

**Year Implemented:**                      9293

**State Standard:**                         No

**Use Types:**

State Reporting:                          Yes

Local Accountability:                      Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2                      Yes

Survey 3                      Yes

**Appendixes:**

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

Year: 2014-15

---

None

**Description of Changes:**

- |          |               |   |
|----------|---------------|---|
| 7/1/2013 | Year Inactive | Deleted for fiscal year 2013-14.  |
| 6/1/2011 | Definition    | Revised the definitions for Salaried, Hourly and Daily to specifically refer to the job rather than the employee. |

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:  
AUTOMATED STAFF INFORMATION SYSTEM  
AUTOMATED STAFF DATA ELEMENTS  
Year: 2014-15

---

Data Element Number: **214905**      **Year Deleted: 1314**

Data Element Name: **Pay Rate**

**Code**                  **Definition/Example**

**For employees paid on a daily basis:**

00003500 = A daily paid employee is paid \$35.00 per day.

XXX,XXX.XX      The wage, before deductions and prior to supplements, expected to be paid to an employee in this job per day.

**For employees paid on an hourly basis:**

00000850 = An hourly paid employee is paid \$8.50 per hour.

XXX,XXX.XX      The wage, before deductions and prior to supplements, expected to be paid to an employee in this job per hour.

**For salaried employees:**

00217500 = A salaried employee is paid \$\$2,175 each pay period.

XXX,XXX.XX      The salary, before deductions and prior to supplements, expected to be paid to an employee in this job each pay period.

**Length:**                                  8

**Data Type:**                              Numeric

**Year Implemented:**                      8788

**State Standard:**                        No

**Use Types:**

State Reporting:                          Yes

Local Accountability:                      Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2

Survey 3

**Appendixes:**

None

**Description of Changes:**

Page 70 of 175

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

Year: 2014-15

---

7/1/2013	Year Inactive	Deleted for fiscal year 2013-14.
6/1/2011	Definition	Revised the definitions for Salaried, Hourly and Daily to specifically refer to the job rather than the employee.



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

Year: 2014-15

---

Data Element Number: **215100**      **Year Deleted: 1314**

Data Element Name: **Pay Type**

A code to identify the type of pay the employee receives.

<b>Code</b>	<b>Definition/Example</b>
D	Daily
H	Hourly Pay
S	Salary

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2013 Year Inactive Deleted for fiscal year 2013-14.

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

Year: 2014-15

---

Data Element Number: **215238**

Data Element Name: **Professional Development, Component Number**

A seven-digit code which identifies each component from the district Master Inservice Plan (MIP) of professional learning components.

See Appendix D: Professional Development Component Number.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

Not applicable for this element.

**Length:** 7

**Data Type:** Numeric

**Year Implemented:** 9394

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Professional Development DB9 36x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

Appendix D: Professional Development Component Number

**Description of Changes:**

7/1/2014 Definition Updated language in the definition.

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

Year: 2014-15

Data Element Number: **215243**

Data Element Name: **Professional Development, Learning Method**

A one-character code to describe the primary means (50 percent or more) of supporting the delivery of the professional development components priority learning goals.

Code	Definition/Example
A	Knowledge Acquisition: Workshop - training event or process (limited to knowledge transmission/training focused on understanding the component's content)
B	Electronic, Interactive (includes facilitation supporting development/application on the job)
C	Electronic, Non-Interactive (knowledge transmission/training but no job embedded implementation supports)
D	Learning Community/Lesson Study Group (Use this code where job embedded collegial support processes are core learning delivery method)
F	Independent Inquiry (Includes development, for example, Action Research; Creating PD or teaching resources with intended application outcomes specified)
G	Structured Coaching/Mentoring (May include one-on-one or small group instruction by a coach/mentor with a teacher or school administrator with specific learning objectives)
H	Implementation of "high effect" practice(s) (monitored with structured feedback from peer, coach, or supervisor)
I	Job Embedded: Workshop, training event or process focused on (modeling and supporting new/improved practices being successfully demonstrated on the job)
J	Deliberate Practice: Learning processes embedded in deliberate practice growth targets or individual professional development plans (IPDP), Leadership Development Plans (ILDLP), or School Improvement Plans (SIP)
K	Problem Solving Process (Implementation of Florida's 8 step Problem Solving Process or other well defined problem solving process focused on specific school improvement objective(s))

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0203

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Professional Development DB9 36x

**Surveys Required:**

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

Year: 2014-15

---

Survey 5      Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2014 Codes	Updated definitions for existing codes and added new codes.
7/1/2014 Definition	Added more language to the definition.
7/1/2013 Codes	Modified definitions to all existing codes and Added codes H and I.

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

Year: 2014-15

Data Element Number: **215246**

Data Element Name: **Professional Development, Evaluation Method, Staff**

A one-character code to describe the primary means (50 percent or more) of evaluation of the impact and/or fidelity of implementation of the professional development.

Code	Definition/Example
A	Changes in instructional or learning environment practices implemented in the classroom or directly with students (observed or measured impact on educator proficiency through the district's instructional or school leader evaluation system indicators, components, and/or domains, and/or deliberate practice or IPDP/ILDLP growth targets, and/or district or school level processes for tracking student progress)
B	Changes in instructional leadership or faculty development practices (observed or measured impact on leader proficiency, faculty or students)
C	Changes in student services/support practices
D	Other changes in practices supporting effective implementation of job responsibilities (observed or measured impact on specific job responsibilities)
E	Fidelity of Implementation of the professional learning process (where impact on the job is not or cannot be observed or measured, evaluation is on alignment of actual training/development with planned high quality professional learning design and specific learning objective(s))
F	Changes in observed educator proficiency in implementing targeted state standards or initiatives (e.g. FEAPs practices, Principal Leadership Standards, PD Evaluation Protocol Standards, MTSS)
G	Changes in observed educator proficiency in practices that occur generally without students present (e.g. lesson design, collegial team learning processes, problem solving processes, needs assessments, data analyses, sharing practices with colleagues)

Note; Having no impact or fidelity evaluation method for a component is not an option. All components must include an evaluation method.

**Length:** 1

**Data Type:** Alphanumeric

**Year Implemented:** 1011

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Professional Development DB9 36x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

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

Year: 2014-15

---

None

**Description of Changes:**

7/1/2014 Notes	Added Note.
7/1/2014 Codes	Updated definitions for existing codes and added new codes.
7/1/2014 Definition	Added language to definition of data element.
7/1/2013 Codes	Modified definitions to codes A, B, D and Added code E.

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

Year: 2014-15

Data Element Number: **215248**

Data Element Name: **Professional Development, Evaluation Method, Student**

A one-character code to describe the primary means (50 percent or more) of evaluation of the professional development's impact on student growth, achievement, or readiness for college and/or careers.

Code	Definition/Example
A	Results of state or district-developed/standardized student growth measure(s)
B	Results of school/teacher-constructed student growth measure(s) that track student progress
C	Portfolios of student work
D	Observation of student performance
F	Other performance assessment(s) that reveal impact on students including learning objectives or behavioral growth
G	Did not evaluate student outcomes as "evaluation method, staff" is the significantly more relevant measure for assessing impact of the component and supporting decisions to retain, revise, or delete the component
Z	Did not evaluate student outcomes due to absence of a reliable, valid and measurable cause and effect relationship between the professional development and impact on students

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0506

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Professional Development DB9 36x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2014 Codes Updated definitions for existing codes and added a new code.

7/1/2014 Data Length Added more language to the definition.





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

Year: 2014-15

Data Element Number: **215253**

Data Element Name: **Professional Development, Implementation Method**

A one-character code to describe the primary means (50 percent or more) prescribed to monitor and provide feedback on implementation of the professional learning targeted with the component.

Code	Definition/Example
M	Structured Coaching/Mentoring by coaches, mentors, knowledgeable others not part of the district's personnel evaluation process (monitoring/feedback on the learning may include direct observation, conferencing, oral reflection and/or lesson or practice demonstration/modeling)
N	Independent Learning/Action Research related to job responsibilities, specific professional learning goals or deliberate practice growth targets (should include evidence of monitoring job-embedded implementation of targeted learning)
O	Collaborative Planning - Monitoring, and feedback related to targeted professional learning, includes Learning Community or other properly implemented team learning practices focused on job-embedded learning supported by colleagues
P	Participant Product related to training or learning process (may include lesson plans, written reflection on lessons learned, audio/video exemplars, case study findings, modeling improved practice, samples of resulting student work, and/or collegial training resources)
Q	Lesson Study group participation (monitoring and feedback focused on both the research-based Lesson Study process and impact of the process on lessons implemented)
R	Electronic - interactive with on-going monitoring and feedback via online or face-to-face facilitation on targeted learning
S	Electronic - non-interactive with learning monitored thru online comprehension checks and/or participant's summative reports or modeling to peers or supervisors
T	Evaluation of Practice Indicators – The practice portion of district personnel evaluation processes for monitoring and providing feedback on evaluation indicators/components/domains are employed to monitor and provide feedback on implementation of the professional learning. (Note: this code may be used when the professional learning target(s) are aligned to specific personnel evaluation system indicators/components/and/or domains)

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0203

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

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

Year: 2014-15

---

Staff Professional Development DB9 36x

**Surveys Required:**

Survey 5      Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2014 Codes	Updated definitions for existing codes and added a new code.
7/1/2014 Definition	Added more language to the definition.

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

Year: 2014-15

---

Data Element Number: **215258**

Data Element Name: **Professional Development, Participation Hours**

The number of hours of participation in each professional development component. The total includes hours allocated to training/knowledge acquisition processes and hours allocated for job-embedded implementation leading to successful implementation of targeted practice(s).

**Code**                      **Definition/Example**

(XXX) 060 = 60 participation hours

NOTE: Participation hours must be greater than zero and must not exceed 120 hours.

**Length:**                                      3

**Data Type:**                                Numeric

**Year Implemented:**                        9293

**State Standard:**                          No

**Use Types:**

State Reporting:                              Yes

Local Accountability:                        Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Professional Development DB9 36x

**Surveys Required:**

Survey 5                                      Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2014 Definition                      Added more language to the definition.

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

Year: 2014-15

Data Element Number: **215263**

Data Element Name: **Professional Development Credits, Primary Purpose**

A one-character code to describe the primary expected use of the master inservice points that result from the professional development. Where multiple purposes are anticipated, code the one purpose or application which 50% or more of completers are expected to use.

Code	Definition/Example
A*	Add-on Endorsement
B	Alternative Certification
C	Florida Educators Certificate Renewal
D	Other Professional Certificate/License Renewal
E**	Professional Skills Building – Non-Instructional
F***	W. Cecil Golden Professional Development Program for School Leaders
G****	Approved District Leadership Development Program
H*****	No certification, job acquisition or retention purposes

\*Note: An out-of-field teacher for whom the most critical and primary purpose of the inservice is “add-on” endorsement.

\*\*Note: All Non-Certified personnel should be included in this category.

\*\*\*Note: As part of an approved district leadership development program, professional development offerings provided through the W. Cecil Golden Professional Development Program for School Leaders. S.B.E. 6A-5.081(2)(d)1

\*\*\*\*Note: As part of an approved district leadership development program, professional development offerings NOT provided through the W. Cecil Golden Professional Development Program for School Leaders. S.B.E. 6A-5.081(2)(d)1

\*\*\*\*\*Note: Use for components in the district’s master plan that are not intended to be used for any of the other purposes listed.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0203

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Professional Development DB9 36x

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

Year: 2014-15

---

**Surveys Required:**

Survey 5      Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2014 Notes	Updated information for "non-certified" note and added a new note.
7/1/2014 Codes	Updated definitions for existing codes and added a new code.
7/1/2014 Definition	Added more language to the definition in response to element name revision.
7/1/2014 Element Name	Revised the data element name.

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

Year: 2014-15

---

Data Element Number: **216245**

Data Element Name: **Race: American Indian or Alaska Native**

A code to indicate whether the staff member is an American Indian or Alaska Native as per the description below.

A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

N	No, the staff member is not an American Indian or Alaska Native.
---	--

Y	Yes, the staff member is an American Indian or Alaska Native.
---	---

Notes:

This element was first required in the 2009-10 fiscal year.

Staff members coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0809

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**

None



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

Year: 2014-15

---

Data Element Number: **216297**

Data Element Name: **Race: Asian**

A code to indicate whether the staff member is Asian as per the description below.

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

N	No, the staff member is not Asian.
---	------------------------------------

Y	Yes, the staff member is Asian.
---	---------------------------------

Notes:

This element was first required in the 2009-10 fiscal year.

Staff members coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0809

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**

None





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

Year: 2014-15

---

Data Element Number: **216347**

Data Element Name: **Race: Black or African American**

A code to indicate whether the staff member is Black or African American as per the description below.

A person having origins in any of the black racial groups of Africa.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

N	No, the staff member is not Black or African American.
---	--

Y	Yes, the staff member is Black or African American.
---	---

**Notes:**

This element was first required in the 2009-10 fiscal year.

Staff members coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0809

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**

None

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

Year: 2014-15

---

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

Year: 2014-15

---

Data Element Number: **216397**

Data Element Name: **Race: Native Hawaiian or Other Pacific Islander**

A code to indicate whether the staff member is a Native Hawaiian or Other Pacific Islander as per the description below.

A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

<b>Code</b>	<b>Definition/Example</b>
N	No, the staff member is not a Native Hawaiian or Other Pacific Islander.
Y	Yes, the staff member is a Native Hawaiian or Other Pacific Islander.

Notes:

This element was first required in the 2009-10 fiscal year.

Staff members coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0809

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**

None

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

Year: 2014-15

---

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

Year: 2014-15

---

Data Element Number: **216447**

Data Element Name: **Race: White**

A code to indicate whether the staff member is White as per the description below.

A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

N	No, the staff member is not White.
---	------------------------------------

Y	Yes, the staff member is White.
---	---------------------------------

**Notes:**

This element was first required in the 2009-10 fiscal year.

Staff members coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0809

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**

None



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

Year: 2014-15

Data Element Number: **216915**

Data Element Name: **Reading Endorsement, Competency 1**

A code to indicate the instructional staff member's completion or non-completion of Competency 1 required for a Reading Endorsement. If responding to the 2011 Reading Endorsement that was adopted into State Board Rule 6A-4.0163 in September 2011, please use the Reading Endorsement, Competency 1 (Adopted 2011) data element.

Code	Definition/Example
C	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.
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.
Y	Yes, the instructional staff member completed Competency 1.
Z	Not applicable – not an instructional employee or not required for/applicable to this instructional staff member.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0607

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None



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

Year: 2014-15

---

**Description of Changes:**

- |                     |  |
|---------------------|--|
| 7/1/2012 Definition | Revised "definition" due to State Board 6A-4.0163 Rule change to guide districts in reporting the correct Reading Endorsement data elements. |
| 6/1/2011 Codes      | Added new code "G" for Next Generation CAR-PD option.  |

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

Year: 2014-15

Data Element Number: **216916**

Data Element Name: **Reading Endorsement, Competency 2**

A code to indicate the instructional staff member's completion or non-completion of Competency 2 required for a Reading Endorsement. If responding to the 2011 Reading Endorsement that was adopted into State Board Rule 6A-4.0163 in September 2011, please use the Reading Endorsement, Competency 2 (Adopted 2011) data element.

Code	Definition/Example
C	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.
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.
Y	Yes, the instructional staff member completed Competency 2.
Z	Not applicable – not an instructional employee or not required for/applicable to this instructional staff member.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0607

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

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

Year: 2014-15

---

**Description of Changes:**

- |                     |  |
|---------------------|--|
| 7/1/2012 Definition | Revised "definition" due to State Board 6A-4.0163 Rule change to guide districts in reporting the correct Reading Endorsement data elements. |
| 6/1/2011 Codes      | Added new code "G" for Next Generation CAR-PD option.  |

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

Year: 2014-15

Data Element Number: **216917**

Data Element Name: **Reading Endorsement, Competency 3**

A code to indicate the instructional staff member's completion or non-completion of Competency 3 required for a Reading Endorsement. If responding to the 2011 Reading Endorsement that was adopted into State Board Rule 6A-4.0163 in September 2011, please use the Reading Endorsement, Competency 3 (Adopted 2011) data element.

Code	Definition/Example
C	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.
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.
Y	Yes, the instructional staff member completed Competency 3.
Z	Not applicable – not an instructional employee or not required for/applicable to this instructional staff member.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0607

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

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

Year: 2014-15

---

**Description of Changes:**

7/1/2012 Definition	Revised "definition" due to State Board 6A-4.0163 Rule change to guide districts in reporting the correct Reading Endorsement data elements.
6/1/2011 Codes	Added new code "G" for Next Generation CAR-PD option.

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

Year: 2014-15

Data Element Number: **216918**

Data Element Name: **Reading Endorsement, Competency 4**

A code to indicate the instructional staff member's completion or non-completion of Competency 4 required for a Reading Endorsement. If responding to the 2011 Reading Endorsement that was adopted into State Board Rule 6A-4.0163 in September 2011, please use the Reading Endorsement, Competency 4 (Adopted 2011) data element.

Code	Definition/Example
C	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.
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.
Y	Yes, the instructional staff member completed Competency 4.
Z	Not applicable – not an instructional employee or not required for/applicable to this instructional staff member.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0607

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

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

Year: 2014-15

---

**Description of Changes:**

7/1/2012 Codes	Revised "definition" due to State Board 6A-4.0163 Rule change to guide districts in reporting the correct Reading Endorsement data elements.
6/1/2011 Codes	Added new code "G" for Next Generation CAR-PD option.

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

Year: 2014-15

---

Data Element Number: **216919**

Data Element Name: **Reading Endorsement, Competency 5**

A code to indicate the instructional staff member's completion or non-completion of Competency 5 required for a Reading Endorsement. If responding to the 2011 Reading Endorsement that was adopted into State Board Rule 6A-4.0163 in September 2011, please use the Reading Endorsement, Competency 4 (Adopted 2011) data element.

Code	Definition/Example
C	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.
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.
Y	Yes, the instructional staff member completed Competency 5.
Z	Not applicable – not an instructional employee or not required for/applicable to this instructional staff member.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0607

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None



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

Year: 2014-15

---

**Description of Changes:**

7/1/2012 Definition	Revised "definition" due to State Board 6A-4.0163 Rule change to guide districts in reporting the correct Reading Endorsement data elements.
6/1/2011 Codes	Added new code "G" for Next Generation CAR-PD option.

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

Year: 2014-15

---

Data Element Number: **216920**

Data Element Name: **Reading Endorsement, Competency 6**

A code to indicate the instructional staff member's completion or non-completion of Competency 6 required for a Reading Endorsement. If responding to the 2011 Reading Endorsement that was adopted into State Board Rule 6A-4.0163 in September 2011, please use the Reading Endorsement, Competency 5 (Adopted 2011) data element.

<b>Code</b>	<b>Definition/Example</b>
C	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 6.
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.
Y	Yes, the instructional staff member completed Competency 6.
Z	Not applicable – not an instructional employee or not required for/applicable to this instructional staff member.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0607

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

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

Year: 2014-15

---

**Description of Changes:**

7/1/2012 Definition	Revised "definition" due to State Board 6A-4.0163 Rule change to guide districts in reporting the correct Reading Endorsement data elements.
6/1/2011 Codes	Added new code "G" for Next Generation CAR-PD option.

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

Year: 2014-15

Data Element Number: **217265**

Data Element Name: **Salary Schedule Pay Type**

The pay type on the district salary matrix from which the individual is paid.

Code	Definition/Example
0	Not an instructional employee and/or is not paid on the regular instructional personnel salary schedule.
1	Bachelor's
2	Bachelor's Plus
3	Master's
4	Master's Plus
5	Beyond Master's Plus
6	Specialist
7	Doctorate
8	Flat Rate - Example: JROTC instructors
9	Instructional personnel or school administrators hired on or after July 1, 2011 as per s. 1012.22(1)(c)3 and the district does not have a Performance Salary Schedule for the current year. Advanced degrees are not part of the base salary.
A	Instructional personnel or school administrators hired prior to July 1, 2011 paid on a salary schedule that excludes adjustments for advanced degrees.
B	Instructional personnel or school administrators (regardless of the employee's hire date) paid on a Performance Salary Schedule.

**Length:** 1

**Data Type:** Alphanumeric

**Year Implemented:** 8990

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2 Yes

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

Year: 2014-15

---

Survey 3      Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2013 Data Type	Changed to include alphabetic characters in addition to numeric characters.
7/1/2013 Codes	Added codes 9, A and B to reflect other salary schedule options available to districts per 1012.22, F.S. Modified code 8 back to its original definition prior to July 1, 2011.
7/1/2013 Definition	Revised the definition to align with the new data element name.
7/1/2013 Element Name	Renamed the data element to properly define the selections available.
9/23/2011 Codes	Redefined codes 0 and 8 to align with SB 736 regarding pay for advanced degrees. Added phrase "and does not meet definition in code 8" to code 0. Added "or school administrators" to code 8.
6/19/2011 Surveys Requi	Deleted reference to Survey Period 5 – this data element is not required in Survey Period 5 nor is the Format required in Survey Period 5.
6/1/2011 Codes	Revised definition of code 8 to include staff hired after July 1, 2011.

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

Year: 2014-15

---

Data Element Number: **217325**

Data Element Name: **Salary Schedule Step**

A two-digit salary schedule step for instructional personnel. Instructional personnel who are in their first year should be placed on Step 00. Second year personnel are on Step 01 and so forth. Use code 99 for employees who are not instructional personnel and/or are not paid on the regular instructional personnel salary schedule. Use code 98 for instructional employees on a flat rate schedule (e.g., JROTC instructors).

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

Not applicable for this element.

**Length:** 2

**Data Type:** Numeric

**Year Implemented:** 8990

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

9/23/2011 Definition Modified definition for step 98. Added "instructional" in last sentence.

9/9/2011 Surveys Requi Deleted Survey 5 as a required survey period. This data element is located on a Staff format that is only reported in Survey Periods 2 and 3.

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

Year: 2014-15

Data Element Number: **217385**

Data Element Name: **Additional Compensation Type**

A code to identify each type of annual compensation scheduled to be paid.

Code	Definition/Example
1	Supplement for assignment to a school in the bottom two categories of the school improvement system under s.1008.33, F.S. such that the supplement remains in force for at least 1 year following improved performance in that school.
2	Supplement for certification and teaching in critical teacher shortage areas. Statewide critical teacher shortage areas are identified by the State Board of Education under s.1012.07, F.S. However, the district school board may identify other areas of critical shortage within the school district for district purposes and may remove areas identified by the State Board which do not apply within the school district.
3	Supplement for assignment of additional academic responsibilities.
A	Supplement for Athletic - includes additional compensation to athletic directors, trainers, head coaches, assistant coaches, etc.
B	Supplement for Academic - includes additional compensation to band directors, department heads, cheerleader sponsors, yearbook directors, drama sponsors, etc.
E	Supplement for Inservice Stipends - additional compensation paid to an employee who has completed certain inservice hours, coursework, or other training.
F	Supplement for Extended Day - additional compensation to those who teach an extended period for extra pay beyond the regular contracted day, including teaching during a planning period and after-school tutoring.
G	Other
H	Bonus for Florida Excellent Teaching Program - includes salary bonuses and mentoring bonuses as indicated in s. 1012.72, F.S.
I	Florida School Recognition Program as defined in s. 1008.36, F.S.
J	Bonus for Performance
K	Bonus for Advanced Placement Instruction as defined in s. 1011.62(1)(n), F.S.
N	Bonus for Teacher Retention in an area of critical state concern.
O	Bonus for Teacher Recruitment in an area of critical state concern.
P	Bonus for teacher (instructional personnel) retention.
Q	Bonus for International Baccalaureate instruction as defined in s. 1011.62(1)(l), F.S.
R	Bonus for teacher (instructional personnel) recruitment.
S	Sick Leave Buy Back – payment for unused sick leave.
T	Terminal Pay – payment for unused annual leave.
U	In-Kind Compensation – examples: uniforms, car, etc.
V	Sabbatical Leave Pay.
W	Bonus for Advance International Certificate of Education as defined in s. 1011.62(1)(m), F.S.
Y	Supplement for Advanced Degree (in area of certification) as defined in s. 1012.22(1)(c)3.
Z	Supplement for assignment to a Title 1 eligible school.

Length: 1

Data Type: Alphanumeric

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

Year: 2014-15

---

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Additional Compensation DB9 32x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2013 Formats Requi The format was renamed.

7/1/2013 Codes Revised the language to most of the codes to classify as supplement or bonus. Deleted codes C and X.

7/1/2013 Definition Revised the definition to align with the new data element name.

7/1/2013 Element Name Renamed the data element to properly define the selections available.

12/5/2012 Codes Added four new codes (Z, 1, 2, 3) as per section 1012.22(1)(c)(5)(c), Florida Statutes.

11/2/2011 Codes Revised definition of code X by deleting statutory reference which was repealed. Code remains for district follow-up reporting.

6/1/2011 Codes Revised definition of code J to delete statute reference that is no longer applicable. Added new code Y to align with SB 736.



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

Year: 2014-15

Data Element Number: **217415**

Data Element Name: **Additional Compensation Type/Value**

A code to identify up to eleven types of annual compensation and their corresponding monetary values paid to an employee during the fiscal year being reported.

Report the Additional Compensation Type in positions 1, 9, 17, etc. followed by the corresponding Additional Compensation Value in the next seven positions. Use the following codes for Additional Supplement Type:

The monetary value of the salary supplement should be reported using two decimal places as follows.

Example: 0045000 = \$450.00

Code	Definition/Example
0	No additional compensation
1	Supplement for assignment to a school in the bottom two categories of the school improvement system under s.1008.33, F.S. such that the supplement remains in force for at least 1 year following improved performance in that school.
2	Supplement for certification and teaching in critical teacher shortage areas. Statewide critical teacher shortage areas are identified by the State Board of Education under s.1012.07, F.S. However, the district school board may identify other areas of critical shortage within the school district for district purposes and may remove areas identified by the State Board which do not apply within the school district.
3	Supplement for assignment of additional academic responsibilities.
A	Supplement for Athletic - includes additional compensation to athletic directors, trainers, head coaches, assistant coaches, etc.
B	Supplement for Academic - includes additional compensation to band directors, department heads, cheerleader sponsors, yearbook directors, drama sponsors, etc.
E	Supplement for Inservice Stipends -additional compensation paid to an employee who has completed certain inservice hours, coursework, or other training.
F	Supplement for Extended Day - additional compensation to those who teach an extended period for extra pay beyond the regular contracted day, including teaching during a planning period or after-school tutoring
G	Other
H	Bonus for Florida Excellent Teaching Program - includes salary bonuses and mentoring bonuses as indicated in s. 1012.72, F.S.
I	Florida School Recognition Program as defined in s. 1008.36, F.S.
J	Bonus for Performance
K	Bonus for Advanced Placement Instruction as defined in s. 1011.62(1)(n), F.S.
N	Bonus for Teacher Retention in an area of critical state concern.
O	Bonus for Teacher Recruitment in an area of critical state concern.
P	Bonus for teacher (instructional personnel) retention.
Q	Bonus for International Baccalaureate instruction as defined in s. 1011.62(1)(l), F.S.
R	Bonus for teacher (instructional personnel) recruitment.
S	Sick Leave Buy Back – payment for unused sick leave
T	Terminal Pay – Payment for unused annual leave.
U	In-Kind Compensation – Examples: uniforms, car, etc.
V	Sabbatical Leave Pay
W	Bonus for Advance International Certificate of Education as defined in s. 1011.62(1)(m), F.S.
Y	Supplement for Advanced Degree (in area of certification) as defined in s. 1012.22(1)(c)3.

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

Year: 2014-15

---

Z Supplement for assignment to a Title 1 eligible school.

**Length:** 88

**Data Type:** Alphanumeric

**Year Implemented:** 9798

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Fiscal Year Salaries DB9 43x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

- |                       |  |
|-----------------------|--|
| 7/1/2013 Codes        | Revised the language to most of the codes to classify as supplement or bonus. Deleted codes C and X.   |
| 7/1/2013 Definition   | Revised the definition to align with the new data element name.  |
| 7/1/2013 Element Name | Renamed the data element to properly define the selections available.  |
| 12/5/2012 Codes       | Added four new codes (Z, 1, 2, 3) as per section 1012.22(1)(c)(5)(c), Florida Statutes   |
| 11/2/2011 Codes       | Revised definitions of codes K, Q & W to update statutory reference. Revised definition of code X by deleting statutory reference which was repealed; code remains for district follow-up reporting. |
| 6/1/2011 Codes        | Revised definition of code J to delete statute reference that is no longer applicable.<br>Added new code Y to align with SB 736.   |

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

Year: 2014-15

---

Data Element Number: **217445**

Data Element Name: **Additional Compensation Value**

The monetary value of the annual compensation.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

0045000	= \$450.00
---------	------------

**Length:** 7

**Data Type:** Numeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Additional Compensation DB9 32x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2013 Formats Requi The format was renamed.

7/1/2013 Definition Revised the definition to align with the new data element name.

7/1/2013 Element Name Renamed the data element to match the name change of it its corresponding "Type" data element.

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

Year: 2014-15

---

Data Element Number: **217505**

Data Element Name: **School Number, Other**

The state assigned four-digit school number (0001-9899) which indicates each administrative reporting unit to which the individual is assigned other than the primary/home school.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

Not applicable for this element.

**Length:** 4

**Data Type:** Numeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

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

Year: 2014-15

---

Data Element Number: **217565**

Data Element Name: **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.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

Not applicable for this element.

**Length:** 4

**Data Type:** Numeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Additional Job Assignments DB9 31x

Staff Demographic Information DB9 27x

Staff Fiscal Year Benefits DB9 44x

Staff Fiscal Year Salaries DB9 43x

Staff Payroll Information DB9 30x

Staff Professional Development DB9 36x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Yes

**Appendixes:**

None

**Description of Changes:**

None



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

Year: 2014-15

---

Data Element Number: **217638**

Data Element Name: **School Principal Certification Program**

A one-character code to describe the status of a participant in a district approved School Principal Certification Program. This element applies only to employees who have been in an approved district School Principal Certification Program during the Fiscal Year being reported.

<b>Code</b>	<b>Definition/Example</b>
A	Admitted (entered the program and not withdrawn during the fiscal year)
B	Enrolled (previously entered, still in the program, and not completed or withdrawn)
C	Completed (completed the program this year)
D	Withdrawn (exited the program without completing the program)
Z	Not applicable/none of the above

Note: For Survey Periods 2 and 3 the School Principal Certification Program code must be Z.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0809

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Default

Survey 3 Default

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**

None





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

Year: 2014-15

---

Data Element Number: **217685**

Data Element Name: **Selected Benefits, Frequency**

A four-digit code (two decimal places are assumed) indicating the number of times per fiscal year a contribution is made to the selected employee benefit.

<b>Code</b>	<b>Definition/Example</b>
<b>Examples:</b>	
0100	The benefit is paid once in the year.
1000	The benefit is paid 10 equal times per year.
1050	The benefit is paid 10.5 times per year, i.e., 10 equal full contributions and one-half of a contribution is made.

**Length:** 4

**Data Type:** Numeric

**Year Implemented:** 9495

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Benefits DB9 33x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

None

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

Year: 2014-15

---

Data Element Number: **217745**

Data Element Name: **Selected Benefits, Type**

A code to identify each type of benefit to which the school district contributes.

See Appendix I: Selected Benefits Definitions.

<b>Code</b>	<b>Definition/Example</b>
A	Health and Hospitalization
B	Life Insurance
C	Social Security
D	Florida Retirement System
E	Commercial or Mutual Insurance Annuity Plan
F	Unemployment Compensation
G	Worker's Compensation
K	Cafeteria Plan
L	Other
M	Medicare
N	Cafeteria Plan - Administrative Costs

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 9495

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Benefits DB9 33x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

Appendix I: Selected Benefits Definitions

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

Year: 2014-15

---

**Description of Changes:**

None

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

Year: 2014-15

Data Element Number: **217775**

Data Element Name: **Selected Benefits, Type/Value**

A code to identify up to eleven types of benefits and their corresponding monetary values to which the school district contributed for the employee during the fiscal year being reported.

Report the selected Benefits, Type in positions 1, 10, 19, etc. followed by the corresponding Selected Benefits, Value in the next eight positions.

For Selected Benefits Type explanations, see Appendix I: Selected Benefits Definitions.

Code	Definition/Example
A	Health and Hospitalization
B	Life Insurance
C	Social Security
D	Florida Retirement System
E	Commercial or Mutual Insurance Annuity Plan
F	Unemployment Compensation
G	Worker's Compensation
K	Cafeteria Plan
L	Other
M	Medicare
N	Cafeteria Plan - Administrative Costs
Z	No Benefits

The monetary value of the contribution to the selected employee benefit should be reported using two decimal places, as follows.

**Examples:**

00000000	Equals 0 No benefits received.
00012500	Equals \$125.00

Note: The selected Benefits, Value should be the actual amount of the benefit attributable to the reported Job Code and should include only the employer's cost. Do not include any employee contributions.

**Length:** 99

**Data Type:** Alphanumeric

**Year Implemented:** 9798

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

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

Year: 2014-15

---

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Fiscal Year Benefits DB9 44x

**Surveys Required:**

Survey 5      Yes

**Appendixes:**

Appendix I: Selected Benefits Definitions

**Description of Changes:**

None

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

Year: 2014-15

---

Data Element Number: **217805**

Data Element Name: **Selected Benefits, Value**

The monetary value of the contribution to the selected employee benefit.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

00012500	= \$125.00
----------	------------

00000000	= 0 (substitutes)
----------	-------------------

**Length:** 8

**Data Type:** Numeric

**Year Implemented:** 9495

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Benefits DB9 33x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

None

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

Year: 2014-15

---

Data Element Number: **217865**

Data Element Name: **Separation Date**

The date of the employee's separation from regular service with the school district.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

	(MMDDYYYY) 06021988 = June 2, 1988
--	------------------------------------

00000000	= Not applicable. Include temporary employees here.
----------	---

NOTE: Report the date of separation from regular employment for employees who return to temporary employment with the district. For example, report the separation date for a teacher who retires and returns to the district as a temporary substitute teacher.

**Length:** 8

**Data Type:** Numeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Default

Survey 3 Default

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**

None

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

Year: 2014-15

Data Element Number: **217925**

Data Element Name: **Separation Reason**

The reason for which the employee separated from the school system.

Code	Definition/Example
A	Retirement
B	Resignation for employment in education in Florida
C	Resignation for employment outside of education
D	Resignation with prejudice
E	Resignation for other personal reasons
F	Staff reduction
G	Dismissal due to findings by the board related to charges
H	Death
I	Contract expired
J	Reason not known
K	Disabled
L	Resignation for employment in education outside Florida
M	Contract not renewed, due to less than satisfactory performance
N	Dismissal during probationary period.
O	Job Abandonment
P	Classroom teachers or principals who were dismissed for ineffective performance as demonstrated through the district's evaluation system.
Z	Not applicable. Include temporary employees here.

Note: When code M is specified, the district must maintain written documentation (e.g., appraisals, recommendations, etc.) supporting the non-renewal of the contract based on unsatisfactory job performance.

Note: Code N is used for supervisors or principals dismissed during the 97 day probationary period pursuant to s. 1012.33(1)(b), F.S. Also this code can be used for other staff dismissed during the probationary period.

Note: Report the date of separation from regular employment for employees who return to temporary employment with the district. For example, report the separation date for a teacher who retires and returns to the district as a temporary substitute teacher.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 9293

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:



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

Year: 2014-15

---

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2	Default
Survey 3	Default
Survey 5	Yes
Survey 8	Optional

**Appendixes:**

None

**Description of Changes:**

1/2/2014 Codes	Added new codes to respond to Race to the Top requirements.
11/10/2011 Notes	Updated "Note" for Code N to reflect revised statutory reference.

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

Year: 2014-15

---

Data Element Number: **217985**

Data Element Name: **Gender**

A code representing the gender of the employee.

<b>Code</b>	<b>Definition/Example</b>
F	Female
M	Male

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 9192

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**

None



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

Year: 2014-15

---

Survey 3      Yes

Survey 5      Yes

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.

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

Year: 2014-15

---

Data Element Number: **218075**

Data Element Name: **Staff Number Identifier, Local**

A ten-character code used by the school district locally to uniquely identify an employee. This staff identifier must be different than the Social Security Number or the district-defined number used in lieu of a social security number provided in the Social Security Number data element field.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

Not applicable for this element.

**Length:** 10

**Data Type:** Alphanumeric

**Year Implemented:** 0708

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**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

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

Year: 2014-15

---

Survey 8      Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2014 Surveys Requi This data element is now required for 2014-15 reporting.

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

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

Year: 2014-15

---

Data Element Number: **220125**

Data Element Name: **Survey Period Code**

A code representing one of the state reporting periods.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

1	July
2	October
3	February
4	June
5	End of Year
8	July

**Length:** 1

**Data Type:** Numeric

**Year Implemented:** 9394

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**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

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

Year: 2014-15

---

**Surveys Required:**

Survey 2	Yes
Survey 3	Yes
Survey 5	Yes
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.



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

Year: 2014-15

---

Data Element Number: **220150**

Data Element Name: **Personnel Evaluation**

A code to indicate the level of performance on the evaluation of the instructional staff member or school administrator status in accordance with Section 1012.34, Florida Statutes.

<b>Code</b>	<b>Definition/Example</b>
C	The instructional staff member or school administrator was determined to be highly effective on his or her evaluation.
D	The instructional staff member or school administrator was determined to be effective on his or her evaluation.
E	The instructional staff member or school administrator was determined to need improvement on his or her evaluation.
F	The instructional staff member in the first three years of employment needs improvement and was determined to be developing on his or her evaluation.
G	The instructional staff member or school administrator was determined to be unsatisfactory on his or her evaluation.
H	The instructional staff member or school administrator was not evaluated.
Z	The staff member is not an instructional staff member or a school administrator.

For Survey 3 only report mid-year Personnel Evaluations for classroom teachers newly hired by the district according to Section 1012.34(3)(a), F.S.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0708

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 3 Yes

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

1/2/2014 Formats Requi Moved data element from the Staff Fiscal Year Salaries and Staff  
Page 136 of 175

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

Year: 2014-15

---

	Payroll Information formats to the Staff Demographic Information format.
7/1/2012 Codes	Revised code 'H' to delete reference to charter school employees' exemption.
2/20/2012 Codes	Revised definition for code H to include language for charter school exclusion.
11/22/2011 Codes	Added code "H" to indicate an evaluation was not done.
6/1/2011 Notes	Added note to specify that Survey 3 reporting for the Staff Payroll format is for newly hired classroom teachers.
6/1/2011 Surveys Requi	Deleted Survey Period 2 as a required survey period.
6/1/2011 Codes	Revised codes to align with new legislation SB -736. Deleted codes A and B. Added codes C, D, E, F and G. Revised code Z by replacing "classroom teacher or school principal" with "instructional staff member or school administrator."
6/1/2011 Definition	Revised definition to align with new legislation SB -736. "Classroom teacher or school principal" was replaced with "instructional staff member or school administrator." Statutory reference was updated.

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

Year: 2014-15

---

Data Element Number: **220175**      **Year Deleted: 1314**

Data Element Name: **Teaching Experience**

The number of years of service as a classroom teacher including all classroom teaching experience in the current district as well as all classroom teaching experience outside the current district.

<b>Code</b>	<b>Definition/Example</b>
10	= 10 years experience
04	= 4 years experience
00	= 0 years experience – teacher was in first year of teaching

Note:

Data for this element can be derived by totaling the years of experience for Experience Types F, N, P and S reported in Surveys 2 or 3.

**Length:** 2

**Data Type:** Numeric

**Year Implemented:** 0607

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

**Surveys Required:**

Survey 5      Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2013 Year Inactive      Deleted for fiscal year 2013-14.

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

Year: 2014-15

Data Element Number: **220195**

Data Element Name: **Title I School-Wide**

A code to identify the job category of the employee who worked with a Title I School-wide program and who was paid from Title I, Part A funds and the corresponding full-time equivalency (FTE) of this assignment.

Code	Definition/Example
A	Administrator (non-clerical)
B	Teacher
C	Paraprofessional (instructional)
D	Paraprofessional (non-instructional)
E	Support staff (clerical and non-clerical)
F	Other Instructional Staff (counselors, librarians, psychologists, etc.)
Z	This employee was not employed in a Title I, Part A School-wide program and/or was not paid from Title I, Part A funds.

**Example:**

B050	Fifty percent of the teacher's assignment was in a Title I, Part A School-wide program and was paid from Title I, Part A funds.
C100	One hundred percent of the instructional paraprofessional's assignment was in a Title I, Part A School-wide program and was paid from Title I, Part A funds.
Z000	This employee was not employed in a Title I, Part A School-wide program and/or was not paid from Title I, Part A funds.

**Length:** 4

**Data Type:** Alphanumeric

**Year Implemented:** 0708

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Fiscal Year Salaries DB9 43x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

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

Year: 2014-15

---

None

**Description of Changes:**

None

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

Year: 2014-15

Data Element Number: **220205**

Data Element Name: **Title I Targeted Assistance**

A code to identify the job category of the employee who worked with a Title I Targeted Assistance program and who was paid from Title I, Part A funds and the corresponding full-time equivalency (FTE) of this assignment.

Code	Definition/Example
A	Administrator (non-clerical)
B	Teacher
C	Paraprofessional (instructional)
D	Paraprofessional (non-instructional)
E	Support staff (clerical and non-clerical)
F	Other Instructional Staff (counselors, librarians, psychologists, etc.)
Z	This employee was not employed in a Title I, Part A Targeted Assistance program and/or was not paid from Title I, Part A funds.

**Examples:**

B050	Fifty percent of the teacher's assignment was in a Title I, Part A Targeted Assistance program and was paid from Title I, Part A funds.
C100	One hundred percent of the instructional paraprofessional's assignment was in a Title I, Part A Targeted Assistance program and was paid from Title I, Part A funds.
Z000	This employee was not employed in a Title I, Part A Targeted Assistance program and/or was not paid from Title I, Part A funds.

**Length:** 4

**Data Type:** Alphanumeric

**Year Implemented:** 0708

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Fiscal Year Salaries DB9 43x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

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

Year: 2014-15

---

None

**Description of Changes:**

None

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

Year: 2014-15

---

Data Element Number: **220225**

Data Element Name: **Transaction Code**

A code indicating the appropriate action to be taken with respect to the district data base reporting records.

<b>Code</b>	<b>Definition/Example</b>
A	Add Record
C	Update Record
D	Delete Record

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 9394

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: No

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**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



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

Year: 2014-15

---

Survey 5     Yes

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.

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

Year: 2014-15

---

Data Element Number: **220325**

Data Element Name: **Veteran Status**

A code to identify the veteran status of the employee. As defined in Section 1.01(14), Florida Statutes: "The term 'Veteran' means a person who served in the active military, naval, or air service and who was discharged or released therefrom under honorable conditions only or who later received an upgraded discharge under honorable conditions, notwithstanding any action by the Veteran Administration on individuals discharged or released with other than honorable discharges."

<b>Code</b>	<b>Definition/Example</b>
V	Veteran
Z	Not applicable

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 9091

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

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

Year: 2014-15

Data Element Number: **221805**      **Year Deleted: 1314**

Data Element Name: **Voluntary Separation**

The reason the classroom teacher has voluntarily chosen to leave a regular full-time teaching position.

<b>Code</b>	<b>Definition/Example</b>
A	Inadequate salary
B	Lack of opportunity for advancement
C	Dissatisfaction with supervisor
D	Dislike/unsuitability for assigned duties
E	Resignation in lieu of involuntary termination
F	Other family/personal reasons
G	Return to continuing education
H	Relocation
K	Inadequate benefits
L	Stress on job
M	Other
O	Raising a family
P	Entrepreneurship
Q	Promotion to a non-teaching position in the district
R	Transfer to a non-teaching position in the district
S	Health problems
Z	Not applicable.

Note: The teacher may select up to five top reasons for leaving. If less than five reasons are selected Z-fill the remaining fields.

**Length:** 5

**Data Type:** Alphabetic

**Year Implemented:** 0607

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

**Surveys Required:**

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

Year: 2014-15

---

Survey 5      Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2013	Year Inactive	Deleted for fiscal year 2013-14.
6/1/2011	Codes	Deleted codes I (retirement), J (end of temporary assignment), and N (spousal relocation). Reworded definition of code O from "child rearing" to "raising a family." Revised definition of code Z by removing "not a voluntary separation."

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

Year: 2014-15

Data Element Number: **221806**

Data Element Name: **Personnel Evaluation, Instructional Leadership Component**

A two-digit code (two decimal places are assumed) indicating the percent of a school administrator's evaluation that is based on instructional leadership, as defined in Section 1012.34(3)(a)3, Florida Statutes.

Code	Definition/Example
00	This school administrator was not evaluated.
05	5% of the school administrator's evaluation was based on the instructional leadership component.
50	50% of the school administrator's evaluation was based on the instructional leadership component.

Notes: Employees who are not school administrators or school administrators who were not evaluated should be coded 00.

**Length:** 2

**Data Type:** Numeric

**Year Implemented:** 1112

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

1/2/2014	Formats Requi	Moved data element from the Staff Fiscal Year Salaries format to the Staff Demographic Information format.
7/1/2012	Examples	Added examples for two-digit coding.
7/1/2012	Notes	Revised note to delete reference to charter school employees' exemption.
2/20/2012	Notes	Updated "Note" to include language for charter school exclusion.
11/22/2011	Notes	Updated "Notes" to include school administrators who were not evaluated.
6/1/2011		New element.



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

Year: 2014-15

Data Element Number: **221807**

Data Element Name: **Personnel Evaluation, Instructional Practice Component**

A two-digit code (two decimal places are assumed) indicating the percent of an instructional staff member's evaluation that is based on instructional practice, as defined in Section 1012.34(3)(a)2, Florida Statutes.

Code	Definition/Example
00	This employee is not an instructional staff member.
05	5% of the instructional staff member's evaluation was based on the instructional practice component.
50	50% of the instructional staff member's evaluation was based on the instructional practice component.

Notes: Employees who are not instructional staff or instructional staff members who were not evaluated should be coded 00.

**Length:** 2

**Data Type:** Numeric

**Year Implemented:** 1112

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

1/2/2014	Formats Requi	Moved data element from the Staff Fiscal Year Salaries format to the Staff Demographic Information format.
7/1/2012	Examples	Added examples for two-digit coding.
7/1/2012	Notes	Revised note to delete reference to charter school employees' exemption.
2/20/2012	Notes	Updated "Note" to include language for charter school exclusion.
11/22/2011	Notes	Updated "Notes" to include instructional staff members who were not evaluated.
6/1/2011		New element.





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

Year: 2014-15

Data Element Number: **221808**

Data Element Name: **Personnel Evaluation, Measures of Student Learning Growth**

A code to indicate the measures upon which student learning growth, as defined by Section 1012.34(7)(a)-(e), Florida Statutes, is based in the personnel evaluation of a classroom teacher or school administrator.

Code	Definition/Example
A	Exclusively (100%) on statewide assessments
B	Exclusively (100%) on district-developed or district-selected end-of-course assessments
C	Exclusively (100%) on other standardized assessments, including nationally recognized standardized assessments
D	Exclusively (100%) on industry certification examinations
E	Exclusively (100%) on measurable learning targets
F	Combination of assessments, with the state assessments accounting for the largest component
G	Combination of assessments, with the state assessments not accounting for the largest component
H	The classroom teacher or school administrator was not evaluated.
Z	Not a classroom teacher or school administrator.

None

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 1112

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

1/2/2014 Formats Requi Moved data element from the Staff Fiscal Year Salaries format to the Staff Demographic Information format.

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

Year: 2014-15

---

7/1/2012 Codes	Revised code 'H' to delete reference to charter school employees' exemption.
2/20/2012 Codes	Revised definition for code H to include language for charter school exclusion.
11/22/2011 Codes	Added code "H" to indicate no evaluation was done.
6/1/2011	New element.

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

Year: 2014-15

Data Element Number: **221809**

Data Element Name: **Personnel Evaluation, Professional and Job Responsibilities Component**

A two-digit code (two decimal places are assumed) indicating the percent of an instructional staff member or school administrator's evaluation that is based on professional and job responsibilities, as defined by Section 1012.34(3)(a)4, Florida Statutes.

Code	Definition/Example
00	This employee is not a school administrator or instructional staff member.
05	5% of the school administrator or instructional staff member's evaluation was based on the professional and job responsibilities component.
50	50% of the school administrator or instructional staff member's evaluation was based on the professional and job responsibilities component.

Notes: Employees who are not school administrators or instructional staff members, or school administrators or instructional staff members who were not evaluated should be coded 00.

**Length:** 2

**Data Type:** Numeric

**Year Implemented:** 1112

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

1/2/2014 Formats Requi Moved data element from the Staff Fiscal Year Salaries format to the Staff Demographic Information format.

7/1/2012 Examples Added examples for two-digit coding.

7/1/2012 Notes Revised note to delete reference to charter school employees' exemption.

2/20/2012 Notes Updated "Note" to include language for charter school exclusion.

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

Year: 2014-15

---

11/22/2011	Notes	Revision Description: Updated "Notes" to include school administrators or instructional staff members who were not evaluated.
6/1/2011		New element.

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

Year: 2014-15

Data Element Number: **221810**

Data Element Name: **Personnel Evaluation, Student Learning Growth Component**

A two-digit code (two decimal places are assumed) indicating the percent of an instructional staff member or school administrator's evaluation that is based on student learning growth, as defined in Section 1012.34(7)(a)-(e), Florida Statutes.

Code	Definition/Example
00	This employee is not a school administrator or instructional staff member.
05	5% of the school administrator or instructional staff member's evaluation was based on student learning growth.
50	50% of the school administrator or instructional staff member's evaluation was based on student learning growth.

Notes: Employees who are not school administrators or instructional staff members, or school administrators or instructional staff members who were not evaluated should be coded 00.

**Length:** 2

**Data Type:** Numeric

**Year Implemented:** 1112

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

1/2/2014 Formats Requi Moved data element from the Staff Fiscal Year Salaries format to the Staff Demographic Information format.

7/1/2012 Examples Added examples for two-digit coding.

7/1/2012 Notes Revised note to delete reference to charter school employees' exemption.

2/20/2012 Notes Updated "Note" to include language for charter school exclusion.

11/22/2011 Codes Updated "Notes" to include school administrators or instructional staff members who were not evaluated.

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

Year: 2014-15

---

6/1/2011

New element



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

Year: 2014-15

---

6/26/2012 Surveys Requi Deleted Survey 5 as a required reporting period. Only required for Surveys 2 & 3.

6/26/2012 Element Name Revised the name of the data element to capture the selection of staff to be included.



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

Year: 2014-15

Data Element Number: **221812**

Data Element Name: **Reading Endorsement, Competency 1 (Adopted 2011)**

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 State Board Rule 6A-4.0163 in September 2011.

<b>Code</b>	<b>Definition/Example</b>
C	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.
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.

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.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 1213

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

**Appendixes:**

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

Year: 2014-15

---

None

**Description of Changes:**

7/1/2012                      New Element

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

Year: 2014-15

---

Data Element Number: **221813**

Data Element Name: **Reading Endorsement, Competency 2 (Adopted 2011)**

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 State Board Rule 6A-4.0163 in September 2011.

<b>Code</b>	<b>Definition/Example</b>
C	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.
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.

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.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 1213

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

**Appendixes:**

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

Year: 2014-15

---

None

**Description of Changes:**

7/1/2012                      New Element

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

Year: 2014-15

Data Element Number: **221814**

Data Element Name: **Reading Endorsement, Competency 3 (Adopted 2011)**

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 State Board Rule 6A-4.0163 in September 2011.

<b>Code</b>	<b>Definition/Example</b>
C	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.
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.

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.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 1213

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

**Appendixes:**

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

Year: 2014-15

---

None

**Description of Changes:**

7/1/2012                      New Element

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

Year: 2014-15

Data Element Number: **221815**

Data Element Name: **Reading Endorsement, Competency 4 (Adopted 2011)**

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 State Board Rule 6A-4.0163 in September 2011.

<b>Code</b>	<b>Definition/Example</b>
C	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.
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.

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.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 1213

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

**Appendixes:**

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

Year: 2014-15

---

None

**Description of Changes:**

7/1/2012                      New Element



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

Year: 2014-15

Data Element Number: **221816**

Data Element Name: **Reading Endorsement, Competency 5 (Adopted 2011)**

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 State Board Rule 6A-4.0163 in September 2011.

<b>Code</b>	<b>Definition/Example</b>
C	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.
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.

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.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 1213

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

**Appendixes:**

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

Year: 2014-15

---

None

**Description of Changes:**

7/1/2012                      New Element

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

Year: 2014-15

Data Element Number: **221817**

Data Element Name: **Salary Adjustment/Type**

An addition to the base salary schedule that is not a bonus and becomes part of the employee's permanent base salary and is considered compensation under s. 121.021(22), F.S. [Section 1012.22(c)1a, F.S.]

Report up to five types of Salary Adjustments and their corresponding monetary values. Report the Salary Adjustment type in positions 1, 9, 17, etc. followed by the corresponding Salary Adjustment value in the next seven positions.

The monetary value of the salary adjustment should be reported using two decimal places.

Code	Definition/Example
A	Instructional or school administrative employee rated as "highly effective" on the prior year personnel evaluation [s.1012.22 (1)(c)5a(II)b(I), F.S.]
B	Instructional or school administrative employee rated as "effective" on the prior year personnel evaluation [s.1012.22 (1)(c)5a(II)b(II), F.S.]
C	Cost-of-living adjustment [s.1012.22 (1)(c)2, F.S.]
D	Salary adjustment for salary schedule step
E	Advanced degree value that is part of the base salary for employees hired prior to July 1, 2011
F	Other salary adjustment
Z	No salary adjustment

Examples:

B0095000Z0000000Z0000000Z0000000Z0000000 = The employee received \$950.00 for an effective rating on the employee's prior year personnel evaluation.

C0036000Z0000000Z0000000Z0000000Z0000000 = The employee receives \$30 more a month for a "cost of living" salary adjustment. The Salary Adjustment value reported is \$360.00 (\$30 x 12 months).

**Length:** 40

**Data Type:** Alphanumeric

**Year Implemented:** 1314

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Payroll Information DB9 30x

**Surveys Required:**

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

Year: 2014-15

---

Survey 2      Yes

Survey 3      Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2013                  New Element



FLORIDA DEPARTMENT OF EDUCATION  
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:  
 AUTOMATED STAFF INFORMATION SYSTEM  
 AUTOMATED STAFF DATA ELEMENTS  
 Year: 2014-15

---

Data Element Number: **221819**

Data Element Name: **Florida Education Identifier**

A code issued by the Florida Department of Education used to uniquely identify a person in Florida's education data system.

Code	Definition/Example
------	--------------------

FL123456789012	Florida Education Identifier (FLEID) for an employee.
----------------	---

FLxxxxxxxxxxxx	Florida Education Identifier (FLEID) standard.
----------------	--

**Notes:**

The Florida Education Identifier is assigned to a person and used across the student and staff information database systems.

The Florida Education Identifier is abbreviated FLEID.

The Florida Education Identifier always begins with FL.

**Length:** 14

**Data Type:** Alphanumeric

**Year Implemented:** 1314

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**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

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

Year: 2014-15

---

Survey 3      Yes

Survey 5      Yes

Survey 8      Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2013              New Element

