



# **FDOE INFORMATION DATABASE REQUIREMENTS:**

## **VOLUME II - AUTOMATED STAFF INFORMATION SYSTEM**

**2022-23**

**STATE OF FLORIDA  
DEPARTMENT OF EDUCATION  
COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM**

# TABLE OF CONTENTS

Preface .....	iii
A - Automated Staff Information System Data Requirements .....	A-4
History .....	A-5
Automated State Reporting Functions .....	A-6
B - Automated Staff Information System Data Element Requirements .....	B-7
Introduction .....	B-8
Definition .....	B-8
Length and Data Type .....	B-8
State Reporting Formats Requiring the Data Element .....	B-8
Compatibility Requirement .....	B-8
Compatible Elements .....	B-8
State Standard Elements .....	B-9
Use Types .....	B-10
Data Element Number .....	B-10
Survey Periods Required .....	B-10
Year .....	B-10
Appendices .....	B-11
Description of Changes.....	B-11
C - Privacy, Security and Retention of Public School Automated Staff Records.....	C-12
Data Security .....	C-13
Records Retention .....	C-13

## PREFACE

Section 1008.385(2), Florida Statutes, mandates that each school district and the Florida Department of Education develop and implement a comprehensive management information system which is made up of compatible components.

See: [http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=1000-1099/1008/Sections/1008.385.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1008/Sections/1008.385.html)

In order to support the statewide process of implementing compatible local- and state-level automated information systems, the Florida Department of Education developed the following documents:

- \* DOE INFORMATION DATABASE REQUIREMENTS:  
VOLUME I - AUTOMATED STUDENT INFORMATION SYSTEM
  
- \* DOE INFORMATION DATABASE REQUIREMENTS:  
VOLUME II - AUTOMATED STAFF INFORMATION SYSTEM

This document contains the required data elements, functions and timelines which each automated information system component must incorporate within its automated staff information system. Further information or questions concerning this document should be addressed to PK - 12 Education Information Services, Florida Department of Education, 532 Turlington Building, Tallahassee, Florida 32399-0400 or [askeias@fldoe.org](mailto:askeias@fldoe.org).

**A - AUTOMATED STAFF INFORMATION  
SYSTEM REQUIREMENTS**

## **AUTOMATED STAFF INFORMATION SYSTEM REQUIREMENTS**

Section 1008.385(2), F.S., requires the development and implementation of a comprehensive management information system linking all levels of the state education system. Each school district and the Florida Department of Education shall implement an automated information system component containing staff information which is compatible with the statewide comprehensive management information system.

The automated staff information system functions and timelines implemented by the Florida Department of Education and each school district are as follows:

### **HISTORY**

1. An automated staff information system was required to be implemented in each school district by June 30, 1987.

Each school district must install an automated staff information system that includes the data elements as listed in the Automated Staff Information System and as prescribed in Section B of this document and which contains the procedures for performing the automated state reporting and records transfer functions defined in subsections 4. Each system shall provide payroll, Professional Development and basic personnel recordkeeping.

2. State-level automated staff information database design was required to be implemented in the Florida Department of Education by July 1, 1987.

A state-level staff database of information has been installed for access by state and local education managers and the Legislature. The database design integrates existing department reports previously collected separately from school districts within the automated reporting formats defined in subsection 4., thereby reducing data burden, improving compatibility among data elements and providing a more comprehensive and flexible database of information. The Florida Department of Education has implemented strict controls for privacy and security of staff records as contained in Section C of this document.

3. Automated state reporting functions were required to be implemented by each school district beginning July 1, 1987.

Current state reporting functions are defined in subsection 4.

**AUTOMATED STATE REPORTING FUNCTIONS**

4. Each school district shall implement the following automated state reporting functions according to the timelines provided:

AUTOMATED STAFF REPORTING FORMATS	DATA COLLECTION ACTIVITY NUMBER	SURVEY PERIOD							
		S1 (JUL)	S8 (AUG)	S6 (SEP)	S2 (OCT)	S3 (FEB)	S4 (JUN)	S5 (AUG)	
Staff Demographic Information	DB9 27x		S		A	A		A	
Staff Multidistrict Employee	DB9 29x				S				
Staff Payroll Information	DB9 30x				A	A			
Staff Additional Job Assignments	DB9 31x				S	S			
Staff Additional Compensation	DB9 32x				S	S			
Staff Benefits	DB9 33x				A	A			
Staff Experience	DB9 28x				S	S			
Professional Development	DB9 36x							S	
Fiscal Year Benefits	DB9 44x							A	
Fiscal Year Salaries	DB9 43x							A	

A = ALL STAFF

S = SELECTED STAFF

D = EACH DISTRICT

x = WILL BE AN "A," "B," OR "C" DEPENDING ON THE FISCAL YEAR

**B - AUTOMATED STAFF INFORMATION SYSTEM  
DATA ELEMENT REQUIREMENTS**

## INTRODUCTION

All automated staff data elements included in Volume II of the Automated Staff Information System must be incorporated within each school district's automated staff information system. Districts may add additional data elements within their local automated system to meet local needs.

### DEFINITION:

There is a working definition associated with each data element, along with applicable examples, codes, notes and exceptions.

### LENGTH AND DATA TYPE:

Length and data type define the technical field characteristics to be maintained in the automated system for each data element. Numeric elements must have a number in every position, including leading zeros.

### STATE REPORTING FORMATS REQUIRING THE DATA ELEMENT:

A section which specifies the state reporting formats which school districts must utilize in performing automated state reporting functions. Each data element page lists the specific automated state reporting formats which require the data element.

### COMPATIBILITY REQUIREMENT:

All elements must use the specified length, data type and coding definitions given in the automated staff data elements whenever automated state reporting is performed.

The degree of required compatibility between state and local elements varies. Many elements listed in this document need merely be **compatible**, while others must meet stricter **state standards**.

### Compatible elements

For data elements which are designated 'No', for **State Standard** the coding structures used by the districts, the data element names presented in user documentation and the length and format of the data fields may be the same as that contained in Volume II or they may be completely locally defined depending on the district's staff information needs. If local definitions are used, it must be possible to convert the information into the state-required codes, descriptors and formats by calculation, computer procedures or subroutines whenever state formats are required.

District documentation of locally defined elements must reference the state data elements for which they are surrogates.

Even though the state does not require the use of the state-defined codes for these



compatible elements, districts are encouraged to keep each of these elements in the state format whenever possible to minimize the need for and cost of conversion.

### **State Standard elements**

For data elements which are designated 'Yes' for **State Standard**, the coding structures used by the district, the data element names presented in user documentation, the length and format of the data fields for all external occurrences of information in reports, user documentation and display and entry screens must be the same as those contained in this volume.

Thus, **State Standard** elements must meet these additional requirements:

- 1) the state codes **must be used locally exactly as defined** in this document for automated staff data elements;
- 2) user documentation must list the **State Standard** data element name;
- 3) input and output documents and reports must use the state-defined codes; and
- 4) local screen displays must use the state-defined codes.

These requirements do not address the **physical storage** of the data on tape, disk or other medium, but only how the data elements are to be presented to users in the paper format or on screen displays. The stricter definition of **State Standard** still allows the district the flexibility to use its own district-defined codes for **physically** storing elements in the staff record system while, at the same time, using **State Standard** codes for display, input, reports, and user documentation. For example, a date might be required to appear always to the user as MMDDYYYY or MM/DD/YYYY but could be physically stored as YYDDD with non-user system documentation recording this fact.

In many of the data element definitions included in Volume II, a code has been defined for "not applicable." In cases of very specialized data elements, it would seem more sensible in terms of the design of the staff records system to record information for such specialized elements only for staff to whom the element is pertinent. For both **Compatible** and **State Standard** data elements, the codes defined as "not applicable" need not be maintained in the local data records or displayed on local screens. At the time of reporting, if it is determined that a particular characteristic or condition is "not applicable" for an individual staff member, the value meaning "not applicable" may be programmatically inserted into the reporting structure at that time.

These standards do not require the district to show or print the Social Security Number on all screens and reports. A local identification number may be displayed or printed as long as the local identification number can be cross walked to the Social Security Number for state reporting purposes.

This interpretation should allow segmentation of records and help reduce the need to

store large numbers of characters of “non-information” in the local data records, thereby reducing the need for disk or other data storage space.

### **USE TYPES:**

**Use Types** define the major purposes for which information is collected, maintained and utilized as follows:

**State reporting** means the data element is required for a state report and must be forwarded to the Florida Department of Education as per the format descriptions.

**Local accountability** identifies those data elements which the school district must maintain as an audit trail in support of statutorily required activities.

### **DATA ELEMENT NUMBER:**

The data element number is an internal number assigned by the PK - 12 Education Information Services office to facilitate use of the data elements. School districts need not maintain this number in their local automated system.

### **SURVEY PERIODS REQUIRED:**

See data element “Survey Period Code” for an explanation of these codes. The Survey Periods that pertain are listed for each data element. If the Survey Period has ‘Yes’ next to it, the data element is fully reported in the survey period indicated. If the Survey Period has ‘Default’ next to it, the data element must contain the default value when submitted to the department for the survey period. If the Survey Period has ‘Varies’ next to it, the data element must be fully reported on at least one format for the survey period and a default value must be reported on at least one additional format for the survey period, as indicated in the notes on the format layouts. If the Survey Period has ‘Optional’ beside it, the district has the option of sending actual data or the default value for the element for the survey period. For survey periods with “Optional” indicated, the data or default value will be ignored by the department’s system and default values will be loaded to the database for these elements.

### **YEAR:**

The Year indicates the fiscal year for which this version of the data element is applicable. The Year is updated each July 1 for the next fiscal year until the element is no longer active. Only active data elements are included in each year’s listing of data elements in the Automated Staff Information System.

The Year Implemented indicates that a data element was first required at the beginning of the indicated fiscal year (July 1).

**APPENDICES:**

Each appendix that applies to the data element is listed. Each appendix provides one or more of the following: the universe of codes that are valid for the element, expanded explanation of the codes that are valid for the data element, background information about the data element and coding structure and additional information relevant to understanding and reporting the element.

**DESCRIPTION OF CHANGES:**

Beginning with 2011-12, each change to the data element is listed with the date the change was made, the part of the data element that was changed (e.g., definition, codes, required formats, required surveys, etc.) and a detailed description of the change.

**C - SECURITY AND RETENTION OF PUBLIC SCHOOL  
AUTOMATED STAFF RECORDS**

## SECURITY AND RETENTION OF PUBLIC SCHOOL AUTOMATED STAFF RECORDS

The following procedures shall be implemented by the Florida Department of Education for the privacy, security and retention of public school staff records collected, maintained and utilized at the state level.

### **Data Security:**

Access to individual staff records will be stringently controlled through technical security conventions and procedures established by Florida Department of Education DQ2 System. The district's Single Sign-on (SSO) Administrator will need to authorize district users with the following roles:

<b>Role</b>	<b>Description</b>	<b>Required Roles</b>
STAFF	Staff users can access Staff survey data for their district.	User, K-12, Staff
DELETEFILE	Delete users can delete survey data and reports.	User, K-12, Staff, Deletefile

Appropriate SSO authorization shall be assigned to users in order to establish each user's data access authority only to the records or data elements required to complete federal or state mandated activities.

### **Records Retention:**

Individual, personally identifiable staff records shall be destroyed according to a records retention schedule established by the Department of State, Division of Library and Information Services, Records Management Program, consistent with the requirements of Section 257.36, F.S. Personally identifiable staff records shall be maintained for five years or until applicable federal or state audit functions have been completed, at which time all such records shall be destroyed except for those required for the evaluation of state or federal education programs. Personally identifiable, individual staff records maintained for the evaluation of state or federal education programs shall be destroyed when no longer required.

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

Year: 2022-23

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.1012.22(1)(c)(5)(c)(II), 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 per s. 1012.22(1)(c)(5)(c)(III)F.S. 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 per s. 1012.22(1)(c)(5)(c)(IV)F.S.
4	Bonus for instruction in a course that led to a CAPE Industry Certification per s. 1011.62(1)(o), F.S.
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.

Data Element Number: 217385

Data Element Name: **Additional Compensation Type**

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,F.S.
Z	Supplement for assignment to a Title 1 eligible school per s. 1012.22(1)(c)(5)(c)(l)F.S.

**Length:** 1  
**Data Type:** Alphanumeric  
**Year Implemented:** 8788  
**State Standard:** No

**Use Types:**

State Reporting: Yes  
Local Accountability: Yes

**Formats Required:**

Staff Additional Compensation DB9 32x

**Surveys Required:**

Survey 2 Yes  
Survey 3 Yes

**Appendixes:**

None

Data Element Number: **217385**

Data Element Name: **Additional Compensation Type**

---

**Description of Changes:**

- 7/1/2015 Codes Added a code for CAPE bonus per s. 1011.62(1)(o),F.S.
- 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: 2022-23

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. 1012.22(1)(c)(5)(c)(II)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 per s. 1012.22(1)(c)(5)(c)(III)F.S. 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 per s. 1012.22(1)(c)(5)(c)(IV)F.S
4	Bonus for instruction in a course that led to a CAPE Industry Certification per s. 1011.62(1)(o), F.S.
6	Bonus for Computer Science Instruction for a classroom teacher that holds an educator certificate in computer science or has passed the computer science subject area examination and holds an adjunct certificate per s. 1007.2616, F.S.
7	Bonus for Computer Science Instruction for a classroom teacher that holds an industry certificate associated with a computer science course per s. 1007.2616, F.S.
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

Data Element Number: 217415

Data Element Name: Additional Compensation Type/Value

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 F.S.
Z	Supplement for assignment to a Title 1 eligible school per s. 1012.22(1)(c)(5)(c)(l)F.S.

Length: 88

Data Type: Alphanumeric

Year Implemented: 9798

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Data Element Number: 217415

Data Element Name: Additional Compensation Type/Value

---

**Formats Required:**

Staff Fiscal Year Salaries DB9 43x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

10/15/2020 Codes	Deleted code 5 for Best & Brightest per its repeal in HB 641 (1011.62, F.S.).
7/1/2018 Codes	Added two new codes – 6 and 7 per s. 1007.2616, F.S.
7/23/2015 Codes	Added a code for Florida Best and Brightest Teacher Scholarship Program
7/1/2015 Codes	Added a code for CAPE bonus per s. 1011.62(1)(o),F.S.
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. 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: 2022-23

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

**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: 2022-23

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

**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: 2022-23

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

**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: 2022-23

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

**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: 2022-23

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

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 8 Optional

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: 2022-23

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

**Formats Required:**

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

Data Element Number: **202715**

Data Element Name: **Contract Status**

---

**Description of Changes:**

- 7/1/2013 Surveys Requir Identified Survey Periods required for the re-activated data element.
- 7/1/2013 Formats Requi Identified the Staff format required for this data element.
- 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: 2022-23

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:** Alphabetic

**Year Implemented:** 8990

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

**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: 2022-23

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).

**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

**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

Data Element Number: **203070**

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

---

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

Year: 2022-23

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. (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

**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: 2022-23

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).

**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

**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: 2022-23

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

**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



Data Element Number: **203100**

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

---

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

Year: 2022-23

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. (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

**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: 2022-23

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:** Alphabetic  
**Year Implemented:** 8889  
**State Standard:** Yes  
**Use Types:**

Data Element Number: **203170**

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

---

State Reporting: Yes

Local Accountability: Yes

**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: 2022-23

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

**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: 2022-23

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

**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

Survey 8 Yes

Data Element Number: **203490**

Data Element Name: **District Number**

---

**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: 2022-23

Data Element Number: **203810**

Data Element Name: **Duty Days**

---

For Survey Periods 2 and 3 this is the standard number of days per year an employee in this job is scheduled to work (including paid holidays). For Survey Period 5 this is the actual number of days the employee in this job worked (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

**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:**

7/1/2019 Surveys Requir Added Survey 5 as a required survey reporting period.

7/1/2019 Formats Requi Added the Staff Fiscal Year Salaries format as a required reporting format.

7/1/2019 Definition Revised definition to include reporting requirements for Surveys 2, 3, and 5.



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

Year: 2022-23

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

**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:**

None

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

Year: 2022-23

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>
CF	Contracted full-time employee
CP	Contracted part-time employee
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.

Note: An employee who works under contract for the school district. A contract employee is hired for a specific job at a specific rate of pay. A contract employee does not become a regular addition to the staff and is not considered a permanent employee.

**Length:** 2

**Data Type:** Alphabetic

**Year Implemented:** 9091

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

**Formats Required:**

Staff Demographic Information DB9 27x

Staff Fiscal Year Salaries DB9 43x

Staff Payroll Information DB9 30x

Data Element Number: **204000**

Data Element Name: **Employee Type**

---

**Surveys Required:**

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

**Appendixes:**

None

**Description of Changes:**

7/1/2020 Formats Requi	Added Staff Fiscal Year Salaries as a required format.
7/1/2017 Notes	Added a Note regarding contracted employees.
7/1/2017 Codes	Added Codes CF and CP for full-time and part-time contracted staff members.

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

Year: 2022-23

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.

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

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

**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: 2022-23

Data Element Number: **204190**

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

---

Each date on which continuous employment began for a current primary job code. For reporting purposes, if the employee has more than one primary job, report the date for the primary job the employee has held the longest period of time.

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

MMDDYYYY              Example: 08151982 = August 15, 1982

---

**Length:**                      8

**Data Type:**                      Numeric

**Year Implemented:**              8788

**State Standard:**                      No

**Use Types:**

State Reporting:                      Yes

Local Accountability:                      Yes

**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: 2022-23

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

**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: 2022-23

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

**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: 2022-23

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:** Alphanumeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

**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: 2022-23

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:** Alphabetic  
**Year Implemented:** 0809  
**State Standard:** Yes  
**Use Types:**  
State Reporting: Yes  
Local Accountability: Yes

**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: 2022-23

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

**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: 2022-23

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

**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: 2022-23

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

**Formats Required:**  
Staff Experience DB9 28x

Data Element Number: **204760**

Data Element Name: **Experience Type**

---

**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: 2022-23

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

**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: 2022-23

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

**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

Survey 8 Yes

**Appendixes:**

None

Data Element Number: **205080**

Data Element Name: **Fiscal Year**

---

**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: 2022-23

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

**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
- Survey 8 Yes

Data Element Number: **221819**

Data Element Name: **Florida Education Identifier**

---

**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: 2022-23

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

**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: 2022-23

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.
7777777777	District Issued Certificate Number (i.e. nondegreed teacher of career and technical education courses)
8888888888	Specialized Student Services License Number (directly related to their licensed field, i.e. Licensed Occupational Therapist, Licensed Speech Language Pathologist, Licensed Audiologist, Licensed Occupational Therapy Assistant, Licensed Athletic Trainer, Certified Member of the Florida Registry of Interpreters for the Deaf (FRID), Certified by the National Registry of Interpreters for the Deaf (RID))
9999999999	A number assigned to a teacher providing special education and related services to an exceptional education student with a disability through a contractual arrangement with an approved nonpublic school or community facility in accordance with Rule 6A-6.0361, FAC.

**Regular Certificate Types**

0000000001- 6001999999	Educator Certificate License Numbers assigned by the Bureau of Educator Certification of the Department of Education. (Excluding 0000999999)
6002000001- 6002999999	Speech Language Certificate Numbers assigned by the Bureau of Educator Certification of the Department of Education.
6003000001- 6003999999	Athletic Coach Certificate Numbers assigned by the Bureau of Educator Certification of the Department of Education.
6004000001- 6004999999	Exchange Teacher Certificate Numbers assigned by the Bureau of Educator Certification of the Department of Education

All numbers should be right justified.

Note: Substitute teacher job codes (i.e. 51080, 52080, 53080, 54080, 55080, 59080) should not automatically be assigned Florida Educator Certificate Number 0000000000 if the substitute teacher holds a valid certificate or license.

**Length:** 10  
**Data Type:** Numeric  
**Year Implemented:** 9293  
**State Standard:** Yes

**Use Types:**

Data Element Number: **206020**

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

---

State Reporting: Yes

Local Accountability: Yes

**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:**

- 7/1/2018 Notes Added note regarding substitute teachers that hold a valid certificate or license.
- 7/1/2018 Codes Added two additional certification /license codes
- 2/12/2018 Codes New Florida Educator Certification License Numbers assigned by the Versa System from the Bureau of Educator Certification of the Department of Education
- 7/1/2017 Codes Changed the code definition for clarification of Rule 6A-6.0361, FAC.

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

Year: 2022-23

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

**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: 2022-23

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
RP	Restricted 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

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

Data Element Number: **206040**

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

---

**Description of Changes:**

9/25/2020 Codes	Added new code "RP" per Rule 6A-4.004(6), F.A.C.
	None



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

Year: 2022-23

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

**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: 2022-23

Data Element Number: **221824**

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

Grandfathered Salary Schedule Pay Type Indicator denotes whether the instructional staff member or school administrator, that was hired prior to 07/01/2014, was appointed for the first time on or after 07/01/2014 to a position in the capacity of instructional personnel or school administrator and was placed on the performance salary schedule. (S. 1012.22 (1) ( c)5.a. (II), F.S.)

Code	Definition/Example
N	Instructional staff member or school administrator was not appointed to a position that changed in capacity
Y	Instructional staff member or school administrator was appointed to a position that changed in capacity.
Z	Not applicable

Notes:

- A change in capacity during the reporting year where employee's Job Code changed from lines 09-19 to 21-43, inclusive, of the Public Schools Staff Survey - EEO-05; or changed from lines 21-43 to 09-19, inclusive.
- "Instructional personnel" means instructional personnel as defined in s. 1012.01(2)(a)-(d), F.S.
- "School administrator" means a school administrator as defined in s. 1012.01(3)( c), F.S.

**Length:** 1  
**Data Type:** Alphabetic  
**Year Implemented:** 1617  
**State Standard:** No  
**Use Types:**  
 State Reporting: Yes  
 Local Accountability: Yes

**Formats Required:**  
 Staff Payroll Information DB9 30x

**Surveys Required:**  
 Survey 2 Yes  
 Survey 3 Yes

**Appendixes:**

**Description of Changes:**

7/1/2017 Notes	Provided clarifying language in note for when 'change in capacity' applies.
7/1/2017 Definition	Revised definition to change the date requirement according to F.S. 1012.22(1)(c)4.a.
7/1/2016	New Element

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

Year: 2022-23

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

**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: 2022-23

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

**Formats Required:**

Staff Additional Job Assignments DB9 31x

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:**

7/1/2019 Surveys Requir Added Survey 5 as a required survey period.

7/1/2019 Formats Requi Added the Staff Fiscal Year Salaries Format as a required reporting format

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

Year: 2022-23

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:

<b>Code</b>	<b>Definition/Example</b>
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)
H	Supplemental Academic Instruction (SAI) (FEFP)
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 Element Number: **209070**

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

---

**Data Type:** Alphanumeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

**Formats Required:**

Staff Additional Job Assignments DB9 31x

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:**

7/1/2018 Codes      Added Code H per 2018 Legislative Changes for Supplemental Academic Instruction pursuant to section 1011.62 (1)(f), F.S. , as amended by HB 7055.

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

Year: 2022-23

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

**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: 2022-23

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

**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: 2022-23

Data Element Number: **221811**

Data Element Name: **Mentor/Supervising Educator**

A code to indicate whether the staff member is a Mentor or Supervising Educator. [See Notes section for additional information.]

Code	Definition/Example
N	No, the staff member is not a mentor or supervising educator.
Y	Yes, the staff member is a mentor or supervising educator.
Z	Not Applicable (for reporting in Survey Period 5 only)

Notes: A Mentor/Supervising Educator is an individual who supervises or directs teacher preparation candidates during field experiences or student internships, provides mentoring to a district alternative certification program participant, or supervises or directs principal leadership candidates.

**Length:** 1  
**Data Type:** Alphabetic  
**Year Implemented:** 1213  
**State Standard:** No  
**Use Types:**  
 State Reporting: Yes  
 Local Accountability: Yes

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes  
 Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2014 Codes Added code "Z." Code required for reporting in Survey 5 but not listed on the data element.  
 7/1/2012 New Element  
 6/26/2012 Codes Updated wording in the codes to match data element name.  
 6/26/2012 Notes Revised the "Note" to give districts guidance on the particular staff this data element is targeting.  
 6/26/2012 Surveys Require Deleted Survey 5 as a required reporting period. Only required for Surveys 2 & 3.

Data Element Number: **221811**

Data Element Name: **Mentor/Supervising Educator**

---

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: 2022-23

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.

Data Element Number: 211930

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

---

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

Local Accountability: Yes

**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: 2022-23

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.

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

Data Element Number: **212010**

Data Element Name: **Migrant Summer**

---

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

Local Accountability: Yes

**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: 2022-23

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

**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: 2022-23

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

**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: 2022-23

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

**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: 2022-23

Data Element Number: **207395**

Data Element Name: **Paraprofessional Qualification**

---

A code to indicate the qualification status for employment as a paraprofessional.

<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 (completed 60 semester hours)
C	Meets locally approved academic assessment of qualifications
E	High School Diploma or Equivalent
Z	Not Applicable

**Note:**

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

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0405

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

**Formats Required:**

Staff Additional Job Assignments DB9 31x

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

Data Element Number: **207395**

Data Element Name: **Paraprofessional Qualification**

---

**Description of Changes:**

7/1/2019 Definition	Added clarifying language to the definition for this data element.
7/1/2019 Notes	Removed second and third note; not relevant to name and code changes.
7/1/2019 Codes	Deleted code 'D' (Not Qualified) and added code 'E' to include additional qualifications of the paraprofessional.
7/1/2019 Element Name	Changed data element name to align with requirements of data to be reported.
7/1/2017 Codes	Added clarifying language to code "B" and removed reference to NCLB in code "D."
7/1/2017 Definition	Removed reference to NCLB in definition.
7/1/2017 Element Name	Changed the element name to comply with the Every Student Succeeds Act (ESSA) by removing the word 'Highly'.

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

Year: 2022-23

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.

The percent reported for the Personnel Evaluation, Instructional Leadership Component must be greater than or equal to 33 or less than or equal to 67.

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

---

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

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2015 Codes	Deleted examples of codes to avoid confusion on actual two-digit codes reported.
7/1/2015 Definition	Included another paragraph to the definition.
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: 2022-23

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.

The percent reported for the Personnel Evaluation, Instructional Practice Component must be greater than or equal to 33 or less than or equal to 67.

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

---

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

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2015 Codes	Deleted examples of codes to avoid confusion on actual two-digit codes reported.
7/1/2015 Definition	Included another paragraph to the definition.
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: 2022-23

Data Element Number: **221808**

Data Element Name: **Personnel Evaluation, Measures of Student Performance**

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

Code	Definition/Example
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 / student learning objectives
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.
I	Combination of assessments, no state assessments.
J	Exclusively (100%) statewide VAM models
K	Exclusively (100%) on statewide assessments without VAM models
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

**Formats Required:**

Staff Demographic Information DB9 27x

Data Element Number: **221808**

Data Element Name: **Personnel Evaluation, Measures of Student Performance**

---

**Surveys Required:**

Survey 5      Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2016 Codes	Deleted code A to split into two codes – new codes J & K .
7/1/2015 Codes	Revised definition to code “E” and added code “I”.
7/1/2015 Definition	Revised language to definition.
7/1/2015 Element Name	Data element name changed.
1/2/2014 Formats Requi	Moved data element from the Staff Fiscal Year Salaries format 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 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: 2022-23

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.

The percent reported for the Personnel Evaluation, Professional and Job Responsibilities Component must be less than or equal to 33.

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

---

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

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2015 Codes	Deleted examples of codes to avoid confusion on actual two-digit codes reported.
7/1/2015 Definition	Included another paragraph to the definition.
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	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: 2022-23

Data Element Number: **221810**

Data Element Name: **Personnel Evaluation, Student Performance 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 performance of students, as defined in Section 1012.34(3)(a)1, Florida Statutes.

The percent reported for the Personnel Evaluation, Student Performance Component must be greater than or equal to 33 or less than or equal to 67.

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

---

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

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2015 Codes	Deleted examples of codes to avoid confusion on actual two-digit codes reported.
7/1/2015 Definition	Revised language to definition and included another paragraph to the definition.
7/1/2015 Element Name	Data element name changed.
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.

Data Element Number: **221810**

Data Element Name: **Personnel Evaluation, Student Performance Component**

---

6/1/2011

New element

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

Year: 2022-23

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 required to receive an evaluation but was not evaluated.
I	The instructional staff member or school administrator was not required to be 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

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 3 Yes

Data Element Number: **220150**

Data Element Name: **Personnel Evaluation**

---

Survey 5      Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2017 Codes	Revised definition for code "H" to indicate an evaluation was required but was not done. Added code "I" to indicate an evaluation was not required to be done.
1/2/2014 Formats Requi	Moved data element from the Staff Fiscal Year Salaries and Staff 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 Requir	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: 2022-23

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

**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: 2022-23

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.

<b>Code</b>	<b>Definition/Example</b>
A*	Add-on Endorsement
B	Alternative Certification (Professional Development Certification Program)
C	Florida Educators Certificate Renewal
D	Other Professional Certificate/License Renewal
E**	Professional Skills Building – Non-Instructional
G****	Approved District Leadership Development Program (to include the W. Cecil Golden Professional Development Program for School Leaders)
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, to include the professional development offerings provided through the W. Cecil Golden Professional Development Program for School Leaders. S.B.E. 6A-5.081

\*\*\*\*\*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:** Alphanumeric  
**Year Implemented:** 0203  
**State Standard:** No  
**Use Types:**  
 State Reporting: Yes  
 Local Accountability: Yes

**Formats Required:**

Staff Professional Development DB9 36x

Data Element Number: **215263**

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

---

**Surveys Required:**

Survey 5      Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2018 Notes	Deleted Note 3 (***) and Updated Note 4 (****)
7/1/2018 Codes	Deleted Code F; Updated Codes B and G
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: 2022-23

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 evaluating the impact and/or fidelity of implementing 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/ILDP 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:** Alphabetic  
**Year Implemented:** 1011  
**State Standard:** No  
**Use Types:**  
 State Reporting: Yes  
 Local Accountability: Yes

**Formats Required:**

Staff Professional Development DB9 36x

**Surveys Required:**

Survey 5 Yes



Data Element Number: **215246**

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

---

**Appendixes:**

None

**Description of Changes:**

7/1/2015 Definition	Revised language to definition.
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: 2022-23

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 evaluating the professional development's impact on student performance, or readiness for college and/or careers.

<b>Code</b>	<b>Definition/Example</b>
A	Results of national, state or district-developed/standardized student performance 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 (e.g., Band, Art, Chorus)
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

**Formats Required:**

Staff Professional Development DB9 36x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

Data Element Number: **215248**

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

---

**Description of Changes:**

7/1/2015 Codes	Updated definition to codes A and F.
7/1/2015 Definition	Revised language to definition.
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: 2022-23

Data Element Number: **215253**

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

A one-character code to describe the primary means (50 percent or more) for monitoring and providing feedback on implementation of the professional learning.

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

Data Element Number: **215253**

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

---

**Formats Required:**

Staff Professional Development DB9 36x

**Surveys Required:**

Survey 5      Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2015 Codes	Grammatical correction to codes R and S.
7/1/2015 Definition	Revised language in definition.
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: 2022-23

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)

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0203

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

**Formats Required:**

Staff Professional Development DB9 36x

Data Element Number: 215243

Data Element Name: Professional Development, Learning Method

---

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2018 Codes	Deleted Code K.
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: 2022-23

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.

**Length:**                      3

**Data Type:**                      Numeric

**Year Implemented:**              9293

**State Standard:**                      No

**Use Types:**

State Reporting:                      Yes

Local Accountability:                      Yes

**Formats Required:**

Staff Professional Development DB9 36x

**Surveys Required:**

Survey 5              Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2015 Notes                      Removed limit on the number of hours.

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: 2022-23

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

**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: 2022-23

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

**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

Data Element Number: **216297**

Data Element Name: **Race: Asian**

---

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

Year: 2022-23

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).

<b>Length:</b>	1
<b>Data Type:</b>	Alphabetic
<b>Year Implemented:</b>	0809
<b>State Standard:</b>	Yes
<b>Use Types:</b>	
State Reporting:	Yes
Local Accountability:	Yes

**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: 2022-23

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

**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: 2022-23

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.

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

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

**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: 2022-23

Data Element Number: **221812**

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 per State Board Rule 6A-4.0163 (December 22, 2019).

Code	Definition/Example
N	No, the instructional staff member did not complete Competency 1.
R	The instructional staff member has met the requirement through K-12 Reading certification exam.
Y	Yes, the instructional staff member completed Competency 1.
Z	Not applicable – not an instructional employee.

**Length:** 1  
**Data Type:** Alphanumeric  
**Year Implemented:** 1213  
**State Standard:** No  
**Use Types:**  
 State Reporting: Yes  
 Local Accountability: Yes

**Formats Required:**  
 Staff Demographic Information DB9 27x

**Surveys Required:**  
 Survey 2 Yes  
 Survey 3 Yes  
 Survey 5 Yes

**Appendixes:**  
 None

**Description of Changes:**  
 10/15/2020 Codes Added word "exam" to code R for clarification.  
 7/1/2020 Notes Deleted the notes from the data element.  
 7/1/2020 Codes Deleted codes C, G and P; revised codes N, Y and Z.  
 7/1/2020 Definition Revised data element definition.  
 7/1/2020 Element Name Removed (Adopted 2011) from the Data Element Name.  
 7/1/2012 New Element

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

Year: 2022-23

Data Element Number: **221813**

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 per State Board Rule 6A-4.0163 (December 22, 2019).

Code	Definition/Example
N	No, the instructional staff member did not complete Competency 2.
R	The instructional staff member has met the requirement through K-12 Reading certification exam.
Y	Yes, the instructional staff member completed Competency 2.
Z	Not applicable – not an instructional employee.

**Length:** 1  
**Data Type:** Alphanumeric  
**Year Implemented:** 1213  
**State Standard:** No  
**Use Types:**  
 State Reporting: Yes  
 Local Accountability: Yes

**Formats Required:**  
 Staff Demographic Information DB9 27x

**Surveys Required:**  
 Survey 2 Yes  
 Survey 3 Yes  
 Survey 5 Yes

**Appendixes:**  
 None

**Description of Changes:**  
 10/15/2020 Codes Added word "exam" to code R for clarification.  
 7/1/2020 Notes Deleted the notes from the data element.  
 7/1/2020 Codes Deleted codes C, G and P; revised codes N, Y and Z.  
 7/1/2020 Definition Revised data element definition.  
 7/1/2020 Element Name Removed (Adopted 2011) from the Data Element Name.  
 7/1/2012 New Element



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

Year: 2022-23

Data Element Number: **221814**

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 per State Board Rule 6A-4.0163 (December 22, 2019).

Code	Definition/Example
N	No, the instructional staff member did not complete Competency 3.
R	The instructional staff member has met the requirement through K-12 Reading certification exam.
Y	Yes, the instructional staff member completed Competency 3.
Z	Not applicable – not an instructional employee.

**Length:** 1  
**Data Type:** Alphanumeric  
**Year Implemented:** 1213  
**State Standard:** No  
**Use Types:**  
 State Reporting: Yes  
 Local Accountability: Yes

**Formats Required:**  
 Staff Demographic Information DB9 27x

**Surveys Required:**  
 Survey 2 Yes  
 Survey 3 Yes  
 Survey 5 Yes

**Appendixes:**  
 None

**Description of Changes:**  
 10/15/2020 Codes Added word "exam" to code R for clarification.  
 7/1/2020 Notes Deleted the notes from the data element.  
 7/1/2020 Codes Deleted codes C, G and P; revised codes N, Y and Z.  
 7/1/2020 Definition Revised data element definition.  
 7/1/2020 Element Name Remove (Adopted 2011) from the Data Element Name.  
 7/1/2012 New Element

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

Year: 2022-23

Data Element Number: **221815**

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 per State Board Rule 6A-4.0163 (December 22, 2019).

Code	Definition/Example
N	No, the instructional staff member did not complete Competency 4.
R	The instructional staff member has met the requirement through K-12 Reading certification exam.
Y	Yes, the instructional staff member completed Competency 4.
Z	Not applicable – not an instructional employee.

**Length:** 1  
**Data Type:** Alphanumeric  
**Year Implemented:** 1213  
**State Standard:** No  
**Use Types:**  
 State Reporting: Yes  
 Local Accountability: Yes

**Formats Required:**  
 Staff Demographic Information DB9 27x

**Surveys Required:**  
 Survey 2 Yes  
 Survey 3 Yes  
 Survey 5 Yes

**Appendixes:**  
 None

**Description of Changes:**  
 10/15/2020 Codes Added word "exam" to code R for clarification.  
 7/1/2020 Notes Deleted the notes from the data element.  
 7/1/2020 Codes Deleted codes C, G and P; revised codes N, Y and Z.  
 7/1/2020 Definition Revised data element definition.  
 7/1/2020 Element Name Removed (Adopted 2011) from the Data Element Name.  
 7/1/2012 New Element

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

Year: 2022-23

Data Element Number: **221816**

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 per State Board Rule 6A-4.0163 (December 22, 2019).

Code	Definition/Example
N	No, the instructional staff member did not complete Competency 5.
R	The instructional staff member has met the requirement through K-12 Reading certification exam.
Y	Yes, the instructional staff member completed Competency 5.
Z	Not applicable – not an instructional employee.

**Length:** 1  
**Data Type:** Alphanumeric  
**Year Implemented:** 1213  
**State Standard:** No  
**Use Types:**  
 State Reporting: Yes  
 Local Accountability: Yes

**Formats Required:**  
 Staff Demographic Information DB9 27x

**Surveys Required:**  
 Survey 2 Yes  
 Survey 3 Yes  
 Survey 5 Yes

**Appendixes:**  
 None

**Description of Changes:**  
 10/15/2020 Codes Added word "exam" to code R for clarification.  
 7/1/2020 Notes Deleted the notes from the data element.  
 7/1/2020 Codes Deleted codes C, G and P; revised codes N, Y and Z.  
 7/1/2020 Definition Revised data element definition.  
 7/1/2020 Element Name Removed (Adopted 2011) from the Data Element Name.  
 7/1/2012 New Element

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

Year: 2022-23

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

**Formats Required:**

Data Element Number: **221817**

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

---

Staff Payroll Information DB9 30x

**Surveys Required:**

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: 2022-23

Data Element Number: **221818**

Data Element Name: **Salary, Annual**

---

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

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

NNNNNNNNN      Example: 008550000 = \$85,500.00

---

Notes: All zeros may be reported for temporary part-time or student employees.

**Length:**                      9

**Data Type:**                      Numeric

**Year Implemented:**              1314

**State Standard:**                      No

**Use Types:**

State Reporting:                      Yes

Local Accountability:                      Yes

**Formats Required:**

Staff Payroll Information DB9 30x

**Surveys Required:**

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: 2022-23

Data Element Number: **217265**

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

The pay type on the district salary schedule from which the instructional staff member or school administrator is paid.

Code	Definition/Example
0	Not an instructional employee 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
A	Instructional personnel or school administrators hired prior to July 1, 2014 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.

Notes:

Grandfathered salary schedule - The district school board shall adopt a salary schedule or salary schedules to be used as the basis for paying all school employees hired before July 1, 2014. Instructional personnel on annual contract as of July 1, 2014, shall be placed on the performance salary schedule. Any employee who opts into the performance salary schedule may not return to the grandfathered salary schedule. [F.S. 1012.22(1)©4.a.]

Beginning July 1, 2014, instructional personnel or school administrators new to the district, returning to the district after a break in service without an authorized leave of absence, or appointed for the first time to a position in the district in the capacity of instructional personnel or school administrator shall be placed on the performance salary schedule. Employees hired on or after July 1, 2014, or employees who choose to move from the grandfathered salary schedule to the performance salary schedule shall be compensated pursuant to the performance salary schedule. [F.S. 1012.22(1)©5.a.(II)]

Length: 1

Data Element Number: 217265

Data Element Name: Salary Schedule Pay Type

---

**Data Type:** Alphanumeric

**Year Implemented:** 8990

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

**Formats Required:**

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

- |                          |   |
|--------------------------|---|
| 7/1/2019 Codes           | Revised the definition for Code = 0 by removing the word 'and'.   |
| 7/1/2017 Definition      | Revised language to replace 'individual' with instructional personnel or school administrator' and replaced 'matrix' with 'schedule'.   |
| 7/1/2017 Codes           | Revised code A definition to align the date requirement according to F.S. 1012.22(1)(c)4.a.   |
| 7/1/2017 Notes           | Added two notes to clarify the Grandfathered Salary Schedule and Performance Pay Salary Schedule.   |
| 7/1/2016 Codes           | Deleted code 9 – no longer valid for reporting.   |
| 9/23/2014 Codes          | Revised language to code 9  |
| 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 Requir | 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: 2022-23

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).

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

Not applicable for this element.

---

**Length:**                      2

**Data Type:**                      Numeric

**Year Implemented:**                      8990

**State Standard:**                      No

**Use Types:**

State Reporting:                      Yes

Local Accountability:                      Yes

**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 Requir                      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: 2022-23

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.

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

Not applicable for this element.

---

**Length:**                      4

**Data Type:**                      Numeric

**Year Implemented:**                      8788

**State Standard:**                      No

**Use Types:**

State Reporting:                      No

Local Accountability:                      Yes

**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: 2022-23

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.

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

Not applicable for this element.

---

**Length:**                      4

**Data Type:**                      Numeric

**Year Implemented:**              8788

**State Standard:**                      No

**Use Types:**

State Reporting:                      Yes

Local Accountability:                      Yes

**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: 2022-23

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

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

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

**Appendixes:**

None

Data Element Number: **217638**

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

---

**Description of Changes:**

None

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

Year: 2022-23

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.

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

**Examples:**

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

**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: 2022-23

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

**Formats Required:**

Staff Benefits DB9 33x

Data Element Number: **217745**

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

---

**Surveys Required:**

Survey 2      Yes

Survey 3      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: 2022-23

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.

<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
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

Data Element Number: **217775**

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

---

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

**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: 2022-23

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>
	00000000 = 0 (substitutes)
	00012500 = \$125.00

**Length:** 8

**Data Type:** Numeric

**Year Implemented:** 9495

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

**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: 2022-23

Data Element Number: **217865**

Data Element Name: **Separation Date**

---

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

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

00000000 = Not applicable. Include temporary employees here.

---

(MMDDYYYY) 06021988 = June 2, 1988

---

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

**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: 2022-23

Data Element Number: **217925**

Data Element Name: **Separation Reason**

---

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

<b>Code</b>	<b>Definition/Example</b>
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,

Data Element Number: **217925**

Data Element Name: **Separation Reason**

---

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

**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: 2022-23

Data Element Number: **218045**

Data Element Name: **Social Security Number**

---

The number assigned to an individual by the Social Security Administration (left justified).

NOTE: For contracted or charter school staff for whom the school district cannot obtain a Social Security Number, the district must assign a Staff Number Identifier for the employee using the following method:

**Code**                      **Definition/Example**  
**First Two Positions**

CS                              The first two positions in the Social Security Number field must be coded with the letters "CS".

---

**Last Seven Positions**

NNNNNNN                      The last seven positions must be numeric.

---

NOTE: The district-defined Staff Number Identifier must result in a unique staff number within the district.

**Length:**                      10  
**Data Type:**                      Alphanumeric  
**Year Implemented:**              8788  
**State Standard:**                      Yes  
**Use Types:**  
State Reporting:                      Yes  
Local Accountability:                      Yes

**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

Data Element Number: **218045**

Data Element Name: **Social Security Number**

---

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: 2022-23

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.

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

Not applicable for this element.

---

**Length:**                      10

**Data Type:**                      Alphanumeric

**Year Implemented:**              0708

**State Standard:**                      No

**Use Types:**

State Reporting:                      Yes

Local Accountability:                      Yes

**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

Survey 8                      Yes

**Appendixes:**

None

Data Element Number: **218075**

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

---

**Description of Changes:**

7/1/2014 Surveys Requir 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: 2022-23

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

**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

Data Element Number: **220125**

Data Element Name: **Survey Period Code**

---

**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: 2022-23

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

**Formats Required:**

Staff Fiscal Year Salaries DB9 43x

Data Element Number: **220195**

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

---

**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: 2022-23

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

**Formats Required:**

Staff Fiscal Year Salaries DB9 43x

Data Element Number: **220205**

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

---

**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: 2022-23

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

**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

Survey 8 Yes

Data Element Number: **220225**

Data Element Name: **Transaction Code**

---

**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: 2022-23

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

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None