

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

Year: 2024-25

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.

Code	Definition/Example
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Not applicable for this element.

Length: 64
Data Type: Alphanumeric
Year Implemented: 9192
State Standard: No

Use Types:
State Reporting: Yes
Local Accountability: Yes
FASTER:
Migrant Tracking:

Required Grades:

Programs Required:

Formats Required: Staff Payroll Information DB9 30x

Surveys Required:
Survey 2 Yes
Survey 3 Yes

Appendixes: Appendix H: State Codes

Description of Changes:
None