

**THE FOLLOWING CHANGES ARE
FOR FISCAL YEAR
2324**

May 03, 2024

APPENDICES

2023-24

- Appendix FF: Career and Professional Education Act Career-Themed Courses and Industry Certifications Registered with FLDOE
 - <https://www.fldoe.org/core/fileparse.php/20606/urlt/2324-appendff.xls>

- Appendix O: Career and Professional Education Act Career-Themed Courses and Industry Certifications Registered with FLDOE
 - <https://www.fldoe.org/core/fileparse.php/20606/urlt/2324-appendo.xlsx>

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2023-2024 Staff Demographic Information

1. Submit this record during reporting periods 2 and 3 for all staff employed either on a full or part time basis during the payroll period that includes the FEFP survey week for reporting students. Contracted employees should be reported as well although they are not part of a district's payroll system.
 - a. For purposes of clarifying "staff employed" in the statement above, "employed" means those scheduled to be paid during the payroll period that includes the FEFP survey week for reporting students. This would exclude any staff member that is active on the payroll system but not actively working and receiving a payroll check during the FEFP survey week. There may be staff reported with a Teacher Course record on the Student Database that are new to the district during Survey Week whose payroll cycle may not meet the payroll period for FEFP Survey Week. In such cases appropriate Staff Database format records should be submitted. [Note: Teacher Course record submissions are based on Student Course records of students in membership in survey week; therefore matching Staff information should be reported for those teachers.]
 - b. During Survey Period 5, report this format for any staff member employed or contracted at any time during the fiscal year being reported and for any staff member who received benefits anytime during the fiscal year.
 - c. During Survey Period 8, report this format for all instructional staff members for use in the Progress Monitoring and Reporting Network (PMRN). Required fields to be reported are: District Number; Social Security Number; Survey Period Code; Fiscal Year; School Number, Primary Home; Employee Name, Legal, Exempt from Public Records Law, Employee and Staff Number Identifier, Local. Data may be sent for other fields, but the data is not needed and default values will be loaded to the data base for the non-required elements.
2. SCHOOL NUMBER, PRIMARY/HOME: For staff members who operate out of the county office, the school number to be used in this field is 9001. Staff members assigned to schools must be reported at that school using the official state school number for that school. Itinerant staff should be reported either at the school that is considered their home location or at the district office.
3. SOCIAL SECURITY NUMBER: The social security number must be reported for all staff members employed. Districts must be certain to report the correct social security number for the staff member being reported. The number should be left-justified with a trailing blank. (For contracted or charter school staff for whom the school district does not have a Social Security Number, the district must assign a unique Staff Number Identifier. See Social Security Number data element.)
4. FLORIDA EDUCATORS CERTIFICATE NUMBER: The certificate number must be reported for all certificate personnel within the district. In addition to all instructional personnel, those administrative personnel who possess certificates should have their numbers reported.
5. SEPARATION DATE/REASON: Report these elements in reporting period 5 only. These elements apply only to employees who have separated from employment with the district entirely. If an employee who held more than one job with the district separates from one but not all jobs, that employee should not be reported as separated from the school system. Report Separation Date and Separation Reason for all employees who separated from district employment during the Fiscal Year being reported. Report Separation Date for any employee who has received benefits but was not employed during the Fiscal Year being reported. Do not report separation data on Substitutes unless they are regular full-time employees.
6. JOB CODE, PRIMARY: Submit this element in reporting periods 2, 3, and 5. During Survey 5, report the primary job code for the job the employee held during the regular school year. See Appendix E, (JOB CODE ASSIGNMENTS), in the DOE Information Data Base Requirements: Volume II - Automated Staff Information System for Job Codes.

7. DAYS PRESENT AND DAYS ABSENT: Report the elements, Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; Days Absent, Other in Survey 5.
8. READING ENDORSEMENT COMPETENCIES: All teachers who are providing intensive reading intervention through a reading course must have reading endorsement or certification. Progress towards endorsement/certification for Reading Coaches and others pursuing these credentials is reported here.
9. ERROR CODES: This field is used by the Department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the Department.
10. KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, and 4. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

' * ' indicates key fields. (Click on the link to view or download a pdf version of the document)

| Item No. | From-To | Size | Field Char. | Field Description |
|----------|---------|------|-------------|--|
| 1 | 1-2 | 2 | N/R | District Number * |
| 2 | 3-12 | 10 | A/N/L | Social Security Number * |
| 3 | 13-13 | 1 | N | Survey Period Code * |
| 4 | 14-17 | 4 | N | Fiscal Year * |
| 5 | 18-21 | 4 | N/R | School Number, Primary/Home |
| 6 | 22-31 | 10 | N/R | Florida Educators Certificate Number |
| 7 | 32-73 | 42 | A/N/L | Employee Name, Legal |
| 8 | 74-79 | 6 | A | Filler |
| 9 | 80-80 | 1 | A | Gender Sex |
| 10 | 81-81 | 1 | A | Filler |
| 11 | 82-84 | 3 | N | Days Present |

| | | | | |
|----|---------|---|-----|---|
| 12 | 85-87 | 3 | N | Days Absent, Personal Leave |
| 13 | 88-90 | 3 | N | Days Absent, Sick Leave |
| 14 | 91-93 | 3 | N | Days Absent, Temporary Duty Elsewhere |
| 15 | 94-96 | 3 | N | Days Absent, Other |
| 16 | 97-97 | 1 | A | Ethnicity |
| 17 | 98-98 | 1 | A | Race: American Indian or Alaska Native |
| 18 | 99-99 | 1 | A | Race: Asian |
| 19 | 100-100 | 1 | A | Race: Black or African American |
| 20 | 101-101 | 1 | A | Race: Native Hawaiian or Other Pacific Islander |
| 21 | 102-102 | 1 | A | Race: White |
| 22 | 103-105 | 3 | A/N | Filler |
| 23 | 106-106 | 1 | A | Separation Reason |
| 24 | 107-111 | 5 | N | Job Code, Primary |
| 25 | 112-112 | 1 | A | Transaction Code |
| 26 | 113-114 | 2 | A | Employee Type |
| 27 | 115-122 | 8 | N | Birth Date |

| | | | | |
|----|---------|---|-----|---|
| 28 | 123-123 | 1 | A | Degree/Credential Earned |
| 29 | 124-131 | 8 | N | Employment Date, Current Position |
| 30 | 132-139 | 8 | N | Employment Date, Continuous Employment |
| 31 | 140-147 | 8 | N | Employment Date, Original Position |
| 32 | 148-155 | 8 | N | Separation Date |
| 33 | 156-156 | 1 | A | Exempt from Public Records Law, Employee |
| 34 | 157-157 | 1 | A | Paraprofessional Qualification |
| 35 | 158-158 | 1 | A | School Principal Certification Program |
| 36 | 159-163 | 5 | A/N | Filler |
| 37 | 164-164 | 1 | A | Mentor/Supervising Educator |
| 38 | 165-165 | 1 | A | Personnel Evaluation |
| 39 | 166-167 | 2 | N | Personnel Evaluation, Instructional Leadership Component |
| 40 | 168-169 | 2 | N | Personnel Evaluation, Instructional Practice Component |
| 41 | 170-171 | 2 | N | Personnel Evaluation, Professional and Job Responsibilities Component |
| 42 | 172-173 | 2 | N | Personnel Evaluation, Student Performance Component |

| | | | | |
|----|---------|----|-------|---|
| 43 | 174-174 | 1 | A | Personnel Evaluation, Measures of Student Performance |
| 44 | 175-205 | 31 | A/N | Filler |
| 45 | 206-206 | 1 | A | Literacy Micro-Credential |
| 46 | 207-207 | 1 | A | Youth Mental Health Awareness Training |
| 47 | 208-208 | 1 | A | Reading Endorsement |
| 48 | 209-222 | 14 | A/N | Florida Education Identifier |
| 49 | 223-232 | 10 | A/N/L | Staff Number Identifier, Local |
| 50 | 233-240 | 8 | A/N | Filler/Error Codes |

Last Updated: ~~7/1/2023~~[4/30/2024](#)

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

Year: 2023-24

Data Element Number: **217985**

Data Element Name: **Sex**

A code representing the sex of the employee.

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

Appendixes:

None

Description of Changes:

4/10/2024 Element Name Gender to Sex change

10/10/2023 Surveys Requi Removal of Survey 8. Data collection no longer conducted.

STAFF DEMOGRAPHIC INFORMATION – REJECT RULES



10. Sex code must be M or F.

-record rejected-EXAMPLE

The two records below would be rejected; the first because there is no code for Sex, the second because "Z" is not a valid code for Sex.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Florida Educators Certificate Number | Employee Name, Legal: Last Name | Sex |
|-----------------|------------------------|--------------------|-------------|-----------------------------|--------------------------------------|---------------------------------|-----|
| * 03 | 123456789 | 2 | **** | 0081 | 0000112233 | Jones | |
| * 03 | 123456780 | 2 | **** | 0291 | 0000445566 | Smith | Z |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the records by including valid Sex codes and resubmit the records for processing.