



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

<b>Implementation Date:</b> Fiscal Year 1987-88 July 1, 1987
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<b>Element Name: Social Security Number</b>	
<b>Definition/Domain</b>	
<p>The number assigned to an individual by the Social Security Administration (left justified).</p> <p>NOTE: For contracted or charter school staff <b>for whom the school district cannot obtain a Social Security Number</b>, the district must assign a Staff Number Identifier for the employee using the following method:</p> <p><b><u>First Two Positions</u></b></p> <p><b>CS</b> The first two positions in the Social Security Number field must be coded with the letters "CS".</p> <p><b><u>Last Seven Positions</u></b></p> <p><b>NNNNNNN</b> The last seven positions must be numeric.</p> <p>NOTE: The district-defined Staff Number Identifier must result in a unique staff number within the district.</p>	
<b>Length:</b> 10	<b>State Reporting Formats Requiring This Data Element:</b>
<b>Format:</b> Alphanumeric	All 
<b>Compatibility Requirement:</b> State Standard	
<b>Use Types:</b> <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability	
<b>Data Element Number:</b> 218045	
	<b>Reported in Survey Periods:</b> <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 8 
<b>Revised:</b> 7/10	<b>Volume II Effective: 7/10 Page Number: 64-1</b>