

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

Year: 2023-24

Data Element Number: **200640**

Data Element Name: **Address, Mailing**

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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>
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	Not applicable for this element.
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**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