

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

1.

District Number must be numeric in the range 01-68, 71-75 or 80-83 and must be correct for the district submitting the data.

Record rejected

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number is not in the appropriate range.

| District Number | Social Security Number |
|-----------------|------------------------|
| 03 | 123456789 |
| 03 | 123456782 |
| *03 | 123456781 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number and resubmit the record for processing.

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REJECT RULES

2.

Social Security Number (SSN) must be numeric and greater than zero, excluding the value 999999999, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left- justified, with a trailing blank.

Record rejected

EXAMPLE

Social Security Numbers of 0000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left- justified.

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 Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

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REJECT RULES

3.

Survey Period Code must be correct for the submission specified by the district and must be 2, 3, or 5.

Record rejected

EXAMPLE

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "2" and the records are coded as Survey Period Code "3". All updates, adds, or deletes that have this inconsistency are rejected.

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 Survey Period Code on the records coming in or in the JCL and resubmit the records for processing.

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REJECT RULES

4.

Fiscal Year must be correct for the submission specified by the district.

Record rejected

EXAMPLE

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

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 Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

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REJECT RULES

5.

School Number, Primary/Home must exist on the Master School Identification File as a valid active school in the district of submission.

Record rejected

EXAMPLE

School Number, Primary/Home 0661 is submitted for District Number 01. Since this School Number, Primary/Home is not found on the Master School Identification File for district 01, the record would be rejected.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the School Number, Primary/Home and resubmit the record for processing.

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REJECT RULES

UPDATED 03/13/2026

6.

Florida Educators Certificate Number must be numeric, and in the range 0000000001 – 0000999998, 0001000000 - 6001999999, 6002000001 - 6002999999, 6003000001 - 6003999999, 6004000001 - 6004999999, 6007000001 – 6007999999, or 0000000000, 0000999999, 7777777777, 8888888888 or 9999999999.

Record rejected

EXAMPLE

The following Florida Educators Certificate Numbers would cause the records to be rejected: 8888899999, (blank)123456. The first of these numbers is not within the acceptable range. The second number contains leading blanks instead of zeros.

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 Florida Educators Certificate Numbers to be valid numbers and resubmit the records for processing.

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REJECT RULES

7.

For the Employee Name, Legal; the Last Name cannot be blank. Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks. (Z-fill is not allowed.)

Record rejected

EXAMPLE

The two records below would be rejected because no valid Last Name was submitted.

| District Number | Social Security Number | School Number, Primary/Home | Florida Educators Certificate Number | Employee Name, Legal: Last Name | Employee Name, Legal: First Name |
|-----------------|------------------------|-----------------------------|--------------------------------------|---------------------------------|----------------------------------|
| *03 | 123456789 | 0081 | 0000112233 | | Denise |
| *03 | 123456780 | 0291 | 0000445566 | ZZZZZZZZZZ | ZZZZZZZZZZ |

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 providing valid Last Names and resubmit the records for processing.

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REJECT RULES

8.

For the Employee Name, Legal; the Appendage may be blank but must not include nondisplayable characters. Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks.

Record rejected

EXAMPLE

The two records below would be rejected because no valid Appendage was submitted.

| District Number | Social Security Number | School Number, Primary/Home | Florida Educators Certificate Number | Employee Name, Legal: Appendage |
|-----------------|------------------------|-----------------------------|--------------------------------------|---------------------------------|
| *03 | 123456789 | 0081 | 0000112233 | (nondisplayable character) |
| *03 | 123456780 | 0291 | 0000445566 | @@@ |

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 a valid Appendage and resubmit the records for processing.

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REJECT RULES

9.

Birth Date must be numeric and a valid date.

Record rejected

EXAMPLE

The two records below would be rejected because the Birth Dates are not valid dates.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Florida Educators Certificate Number | Employee Name, Legal: Last Name | Birth Date |
|-----------------|------------------------|--------------------|-------------|-----------------------------|--------------------------------------|---------------------------------|------------|
| *03 | 123456789 | 2 | **** | 0081 | 0000112233 | Jones | 13151962 |
| *03 | 123456780 | 2 | **** | 0291 | 0000445566 | Smith | 02301957 |

**** = 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 Birth Dates to be valid dates and resubmit the records for processing.

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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.

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REJECT RULES

12.

Employment Date, Current Position must be numeric and a valid date which is prior to the current date unless Separation Date is prior to the Fiscal Year being reported, in which case, Employment Date, Current Position may be all zeros.

Record rejected

EXAMPLE

The first record listed below would be rejected because of an invalid Employment Date, Current Position. The date is invalid because it is in the future. The second record would pass the edit.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Florida Educators Certificate Number | Employment Date, Current Position | Separation Date |
|-----------------|------------------------|--------------------|-------------|-----------------------------|--------------------------------------|-----------------------------------|-----------------|
| * 03 | 123456789 | 2 | **** | 0081 | 0000112233 | 08212099 | 0602**** |
| 03 | 123456780 | 2 | **** | 0291 | 0000445566 | 00000000 | 0115**** |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Employment Date, Current Position and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

13.

Employment Date, Continuous Employment must be numeric and a valid date which is prior to the current date unless Separation Date is prior to the Fiscal Year being reported, in which case, Employment Date, Continuous Employment may be all zeros.

Record rejected

EXAMPLE

The first record listed below would be rejected because of an invalid Employment Date, Continuous Employment. The date is invalid because it is in the future. The second record would pass the edit.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Florida Educators Certificate Number | Employment Date, Continuous Position | Separation Date |
|-----------------|------------------------|--------------------|-------------|-----------------------------|--------------------------------------|--------------------------------------|-----------------|
| * 03 | 123456789 | 2 | **** | 0081 | 0000112233 | 08212099 | 0602**** |
| 03 | 123456780 | 2 | **** | 0291 | 0000445566 | 00000000 | 0115**** |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct Employment Date, Continuous Employment and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

14.

Employment Date, Original Position must be numeric and a valid date which is prior to the current date.

Record rejected

EXAMPLE

The two records below would be rejected because of an invalid Employment Date, Original Position. The first is invalid because it is in the future; the second because it is all zeros.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Florida Educators Certificate Number | Employment Date, Original Position |
|-----------------|------------------------|--------------------|-------------|-----------------------------|--------------------------------------|------------------------------------|
| *03 | 123456789 | 2 | **** | 0081 | 0000112233 | 08212099 |
| *03 | 123456780 | 2 | **** | 0291 | 0000445566 | 00000000 |

****= 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 Employment Date, Original Position and resubmit the records for processing.

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REJECT RULES

15.

Separation Date must be numeric and a valid date which is prior to the current date, or it must be all zeros.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because Separation Date is a future date. The third record would be rejected because Separation Date is not a valid calendar date.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Florida Educators Certificate Number | Separation Date |
|-----------------|------------------------|--------------------|-------------|--------------------------------------|-----------------|
| 03 | 123456788 | 5 | **** | 0000996096 | 00000000 |
| *03 | 123456789 | 5 | **** | 0000112233 | 06162099 |
| *03 | 123456780 | 5 | **** | 0000445566 | 0243**** |

****= 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 Separation Date and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

16.

Separation Reason code must be A-P or Z.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because Separation Reason is not a valid code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Florida Educators Certificate Number | Separation Date | Separation Reason |
|-----------------|------------------------|--------------------|-------------|-----------------------------|--------------------------------------|-----------------|-------------------|
| 03 | 123456788 | 5 | **** | 0081 | 0000996096 | 0701**** | L |
| *03 | 123456789 | 5 | **** | 0081 | 0000112233 | 0701**** | S |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Separation Reason and resubmit the record for processing.

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REJECT RULES

17.

Job Code, Primary must equal one of the codes on the Job Code Assignments table as listed in Appendix E of the DOE Information Database Requirements: Volume II--Automated Staff Information System Manual.

Record rejected

EXAMPLE

The two records below would be rejected due to an incorrect Job Code, Primary. The first record is incorrect because it is not a valid code from the Job Code Assignments table. The second record is incorrect because it is blank.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Florida Educators Certificate Number | Job Code, Primary |
|-----------------|------------------------|--------------------|-------------|-----------------------------|--------------------------------------|-------------------|
| 03 | 123456789 | 2 | **** | 0081 | 0000112233 | 55555 |
| *03 | 123456780 | 2 | **** | 0291 | 0000445566 | |

***= 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 Job Code, Primary by reporting a valid number from the Job Code Assignments table and resubmit the records for processing.

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REJECT RULES

18.

The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the database; if C or D is specified, then the record must exist on the database.

Record rejected

EXAMPLE

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Transaction Code and resubmit the record for processing.

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REJECT RULES

19.

Exempt from Public Records Law, Employee, must be Y or Z.

Record rejected

EXAMPLE

The two records below would be rejected either because the Exempt from Public Records Law, Employee code is left blank or because the code is not valid.

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

**** = 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 Exempt from Public Records Law, Employee codes and resubmit the records for processing.

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REJECT RULES

1A.

If Job Code, Primary = 71001 and Charter School Status is not C or R (located on the Master School Identification File), then School Number, Primary/Home must be 9001.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the School Number, Primary/Home is not valid for the Job Code, Primary.

| District Number | Social Security Number | Survey Period Code | School Number, Primary/Home | Fiscal Year | Job Code, Primary |
|-----------------|------------------------|--------------------|-----------------------------|-------------|-------------------|
| 03 | 123456789 | 2 | 9001 | **** | 71001 |
| * 03 | 123456780 | 2 | 0101 | **** | 71001 |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the School Number, Primary/Home or the Job Code, Primary and resubmit the record for processing.

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REJECT RULES

1B.

Ethnicity code must be Y or N.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the code for Ethnicity is not a valid code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Ethnicity |
|-----------------|------------------------|--------------------|-------------|-----------|
| 03 | 123456789 | 2 | **** | N |
| * 03 | 123456780 | 2 | **** | Z |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Ethnicity code and resubmit the record for processing.

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REJECT RULES

1C.

Race: American Indian or Alaska Native; Race: Asian; Race: Black or African American; Race: Native Hawaiian or Other Pacific Islander, and Race: White must be Y or N.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the code for Race: Native Hawaiian or Other Pacific Islander is not a valid code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Ethnicity | Race: American Indian or Alaska Native |
|-----------------|------------------------|--------------------|-------------|-----------|--|
| 03 | 123456789 | 2 | **** | N | Y |
| * 03 | 123456780 | 2 | **** | Y | N |

| Social Security Number | Race: Asian | Race: Black or African American | Race: Native Hawaiian or Other Pacific Islander | Race: White |
|------------------------|-------------|---------------------------------|---|-------------|
| 123456789 | N N | N Y | N Z | N N |
| * 123456780 | | | | |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the code for Race: Native Hawaiian or Other Pacific Islander and resubmit the record for processing.

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REJECT RULES

1D.

There must be a Y code for at least one of the Race data elements (Race: American Indian or Alaska Native, Race: Asian, Race: Black or African American, Race: Native Hawaiian or Other Pacific Islander and Race: White).

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because none of the Race data elements have a code of Y.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Ethnicity | Race: American Indian or Alaska Native |
|-----------------|------------------------|--------------------|-------------|-----------|--|
| 03 | 123456789 | 2 | **** | N | Y |
| *03 | 123456780 | 2 | **** | Y | N |

| Social Security Number | Race: Asian | Race: Black or African American | Race: Native Hawaiian or Other Pacific Islander | Race: White |
|------------------------|-------------|---------------------------------|---|-------------|
| 123456789 | N N | N N | N N | N N |
| *123456780 | | | | |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must enter a Y code for one of the Race data elements (Race: American Indian or Alaska Native, Race: Asian, Race: Black or African American, Race: Native Hawaiian or Other Pacific Islander, or Race: White) and resubmit the record for processing.

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REJECT RULES

1M.

Mentor/Supervising Educator code must be Y, N or Z. If Survey Period Code is 5, Mentor/Supervising Educator code must be Z.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the code for Mentor/Supervising Educator is not a valid code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Mentor/Supervising Educator |
|-----------------|------------------------|--------------------|-------------|-----------------------------|
| 03 | 123456789 | 2 | **** | N |
| *03 | 123456780 | 2 | **** | P |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Mentor/Supervising Educator code and resubmit the record for processing.

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REJECT RULES

1N.

Florida Education Identifier (FLEID) is alphanumeric and must be entered as “FL” in the first 2 positions followed by twelve numeric digits. No blanks or spaces are allowable.

Record rejected

EXAMPLE

Florida Education Identifier:

- FL012345678910

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Florida Education Identifier and resubmit the record for processing

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

10.

Personnel Evaluation code must be C-I or Z. If Survey Period Code = 2, then Personnel Evaluation code must be Z. If Survey Period Code = 5, and if the employee's Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 73026 (Registrar); or 52015 or 55052 (PK Teachers); or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers) then the Personnel Evaluation code must be C-I.

Record rejected

EXAMPLE

The first and third records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The second record would be rejected because Personnel Evaluation code for the Job Code is not a valid code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Personnel Evaluation |
|-----------------|------------------------|--------------------|-------------|----------|----------------------|
| 03 | 123456788 | 3 | **** | 51051 | D |
| * 03 | 123456789 | 5 | **** | 51062 | Z |
| 03 | 123456791 | 5 | **** | 61332 | Z |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Personnel Evaluation code or the Job Code and resubmit the record for processing.

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REJECT RULES

1P.

If the employee's Job Code, Primary is 51080, 52015, 52080, 53080, 54080, 55052, 55080, 59080, or 73026, then the Personnel Evaluation code must be Z.

Record rejected

EXAMPLE

The third record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The first and second records would be rejected because the Personnel Evaluation code is not valid for the Job Code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Personnel Evaluation | Employee Type |
|-----------------|------------------------|--------------------|-------------|----------|----------------------|---------------|
| * 03 | 123456788 | 5 | **** | 52080 | D | TF |
| * 03 | 123456789 | 3 | **** | 51080 | E | TF |
| 03 | 123456791 | 5 | **** | 59080 | Z | TF |

**** = 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 Personnel Evaluation code or Job Code and resubmit the records for processing.

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REJECT RULES

1Q.

If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 09-19, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code, Primary is not 73026 (Registrar), and if the District Number is not 68, then the Personnel Evaluation, Instructional Leadership Component must be numeric, greater than or equal to 33 and less than or equal to 67, unless Personnel Evaluation code = H or I, then must be zero. For all other employees, the Personnel Evaluation, Instructional Leadership Component must be zero. If Survey Period Code = 2 or 3, then the Personnel Evaluation, Instructional Leadership Component must be zero.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Instructional Leadership Component value is not valid for the Job Code, Primary.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Personnel Evaluation, Instructional Leadership |
|-----------------|------------------------|--------------------|-------------|----------|--|
| 03 | 123456788 | 5 | **** | 73002 | 40 |
| * 03 | 123456789 | 5 | **** | 73019 | 80 |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Job Code or the Personnel Evaluation, Instructional Leadership Component value and resubmit the record for processing.

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REJECT RULES

1R.

If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 52015 or 55052 (PK Teachers), or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), and if the District Number is not 68, then the Personnel Evaluation, Instructional Practice Component must be numeric, greater than or equal to 33 and less than or equal to 67, unless Personnel Evaluation code = H or I, then must be zero. For all other employees the Personnel Evaluation, Instructional Practice Component must be zero. If Survey Period Code = 2 or 3, then the Personnel Evaluation, Instructional Practice Component must be zero.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Instructional Practice Component value is not valid for the Job Code, Primary.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Personnel Evaluation, Instructional Practice |
|-----------------|------------------------|--------------------|-------------|----------|--|
| 03 | 123456788 | 5 | **** | 51026 | 40 |
| * 03 | 123456789 | 5 | **** | 61232 | 80 |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Job Code or the Personnel Evaluation, Instructional Practice Component value and resubmit the record for processing.

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REJECT RULES

1S.

If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code, Primary is not 73026 (Registrar), or 52015 or 55052 (PK Teachers), or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), and if the District Number is not 68, then the Personnel Evaluation, Professional and Job Responsibilities Component must be numeric, greater than or equal to zero and less than or equal to 33. For all other employees the Personnel Evaluation, Professional and Job Responsibilities Component must be zero. If Survey Period Code = 2 or 3, then the Personnel Evaluation, Professional and Job Responsibilities Component must be zero.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Professional and Job Responsibilities Component value is not valid for the Job Code, Primary.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Personnel Evaluation, Prof or Job Responsibilities |
|-----------------|------------------------|--------------------|-------------|----------|--|
| 03 | 123456788 | 5 | **** | 73002 | 25 |
| * 03 | 123456789 | 5 | **** | 51114 | 40 |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Job Code or the Personnel Evaluation, Professional or Job Responsibilities Component value and resubmit the record for processing.

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REJECT RULES

1T.

If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 73026 (Registrar), or 52015 or 55052 (PK Teachers), or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), and if the District Number is not 68, then the Personnel Evaluation, Student Performance Component must be numeric, greater than or equal to 33 and less than or equal to 67, unless Personnel Evaluation code = H or I, then must be zero. For all other employees the Personnel Evaluation, Student Performance Component must be zero. If Survey Period Code = 2 or 3, then the Personnel Evaluation, Student Performance Component must be zero.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Student Performance Component value is not valid for the Job Code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Personnel Evaluation, Stud Perform Comp |
|-----------------|------------------------|--------------------|-------------|----------|---|
| 03 | 123456788 | 5 | **** | 73002 | 60 |
| * 03 | 123456789 | 5 | **** | 51114 | 100 |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Job Code or the Personnel Evaluation, Student Performance Component value and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

1U.

If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 09-19 or 21-33, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code, Primary is not 73026 (Registrar), or 52015 or 55052 (PK Teachers), or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), and if the District Number is not 68, then Personnel Evaluation, Measures of Student Performance code must be B-G or I-K, unless Personnel Evaluation, Student Performance Component = zero, then Personnel Evaluation, Measures of Student Performance code must be H. For all other employees the Personnel Evaluation, Measures of Student Performance code must be Z. If Survey Period Code = 2 or 3, then the Personnel Evaluation, Measures of Student Performance must be Z.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Measures of Student Performance code is not valid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Personnel Evaluation, Measures of Student Performance |
|-----------------|------------------------|--------------------|-------------|----------|---|
| 03 | 123456788 | 5 | **** | 0081 | B |
| *03 | 123456789 | 5 | **** | 0081 | L |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Personnel Evaluation, Measures of Student Performance code and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

1V.

If Survey Period Code = 5 and if the employee’s Job Code places the employee on lines 09-19, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 73026 (Registrar), and if the District Number is not 68, and if the value reported for this employee for the Personnel Evaluation, Instructional Leadership Component is greater than or equal to 33, then the total of Personnel Evaluation, Instructional Leadership Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Performance Component must be 100.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the sum of Personnel Evaluation, Instructional Leadership Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Performance Component is 90 instead of 100.

-----Personnel Evaluation-----

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Instructional Leadership | Professional & Job Resp | Student Perform Comp |
|-----------------|------------------------|--------------------|-------------|----------|--------------------------|-------------------------|----------------------|
| 03 | 123456789 | 5 | **** | 73002 | 45 | 15 | 40 |
| * 03 | 123456780 | 5 | **** | 73019 | 40 | 10 | 40 |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the value for Personnel Evaluation, Instructional Leadership Component; Personnel Evaluation, Professional and Job Responsibilities Component or the Personnel Evaluation, Student Performance Component so that they add up to 100 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

1W.

If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 52015 or 55052 (PK Teachers) or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), and if the District Number is not 68, and if the value reported for this employee for the Personnel Evaluation, Instructional Practice Component is greater than or equal to 33, then the sum of Personnel Evaluation, Instructional Practice Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Performance Component must be 100.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the sum of Personnel Evaluation, Instructional Practice Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Performance Component is 110 instead of 100.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Instructional Leadership | Professional & Job Resp | Student Perform Comp |
|-----------------|------------------------|--------------------|-------------|----------|--------------------------|-------------------------|----------------------|
| 03 | 123456789 | 5 | **** | 73002 | 45 | 15 | 40 |
| * 03 | 123456780 | 5 | **** | 73019 | 40 | 20 | 50 |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the value for Personnel Evaluation, Instructional Practice Component; Personnel Evaluation, Professional and Job Responsibilities Component or Personnel Evaluation, Student Performance Component so that they add up to 100 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

1#.

If Survey Period Code = 5, and the employee's Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 73026 (Registrar), or 52015 or 55052 (PK Teachers), or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), and if the District Number is not 68, and Personnel Evaluation code is C-G then the Personnel Evaluation, Instructional Leadership Component or the Personnel Evaluation, Instructional Practice Component must be greater than or equal to 33 or less than or equal to 67.

Record rejected

EXAMPLE

The first and third records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The second record would be rejected because Personnel Evaluation code is C and the Personnel Evaluation, Instructional Practice Component is not valid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Personnel Evaluation | Personnel Evaluation, Measures of Student Performance |
|-----------------|------------------------|--------------------|-------------|----------|----------------------|---|
| 03 | 123456788 | 3 | **** | 51051 | D | 50 |
| *03 | 123456789 | 5 | **** | 51062 | C | 25 |
| 03 | 123456791 | 5 | **** | 61332 | C | 55 |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Personnel Evaluation, Instructional Practice Component code and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

1\$.

If Survey Period Code is 3 and if the employee's Job Code places the employee on lines 21-33, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 52015 or 55052 (PK Teachers), or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), and if Employee Type is RF, RP, CF, CP or TF, and if Employment Date, Current Position is on or after July 1 of the current fiscal year, then the Personnel Evaluation code must be C-I.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Employment Date, Current Position is after July 1 of the current fiscal year and the Personnel Evaluation code reported is invalid for this instructional, regular full- time employee.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Employee Type | Employment Date, Current Position | Personnel Evaluation |
|-----------------|------------------------|--------------------|-------------|----------|---------------|-----------------------------------|----------------------|
| 03 | 123456789 | 3 | **** | 51071 | RF | 20130822 | Z |
| * 03 | 444332222 | 3 | **** | 52003 | RF | 20150822 | Z |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Personnel Evaluation code and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

20.

If Survey Period Code is 2 or 3, then Separation Date must be zeros.

Record rejected

EXAMPLE

The record listed below would be rejected because the Separation Date is not valid for the Survey Period reported. If the survey period is 2 or 3, then Separation Date must be all zeros.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Florida Educators Certificate Number | Separation Date |
|-----------------|------------------------|--------------------|-------------|-----------------------------|--------------------------------------|-----------------|
| 03 | 123456789 | 2 | **** | 0291 | 0000445566 | 1219**** |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the record to show all zeros in the Separation Date field. Resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

21.

If Survey Period Code is 2 or 3, then Separation Reason code must be Z.

Record rejected

EXAMPLE

The record listed below would be rejected because the Separation Reason is not valid for the Survey Period reported. If the survey period is 2 or 3, then Separation Reason must be Z.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Florida Educators Certificate Number | Separation Date | Separation Reason |
|-----------------|------------------------|--------------------|-------------|-----------------------------|--------------------------------------|-----------------|-------------------|
| 03 | 123456789 | 2 | **** | 0081 | 0000112233 | 12192002 | A |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must change the Separation Reason code to Z and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

23.

Each Staff Demographic Information record must be unique based on District Number, Social Security Number (or Staff Number Identifier), Survey Period Code, and Fiscal Year.

First record accepted, all other duplicate records rejected

EXAMPLE

The first and second records listed below would be loaded to the database assuming no other reject rule would cause their rejections. The third record listed below would be rejected because the key items (District Number, Social Security Number, Survey Period Code and Fiscal Year) duplicate the key items in the first record.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Florida Educators Certificate Number | Job Code, Primary |
|-----------------|------------------------|--------------------|-------------|-----------------------------|--------------------------------------|-------------------|
| 03 | 123456789 | 5 | **** | 0081 | 0000112233 | 53002 |
| 03 | 123456780 | 2 | **** | 0291 | 0000445566 | 00000 |
| * 03 | 123456789 | - | **** | 0081 | 0000778899 | 51081 |

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

DISTRICT RESPONSIBILITY

If, in fact, the last record should not have been submitted, the district would take no action. The record was rejected. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of "C" rather than "A".

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

24.

Employee Type code must be RF, RP, TF, TP, CF, CP or ST.

Record rejected

EXAMPLE

The two records below would be rejected either because the Employee Type code is left blank or because the code is not valid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Job Code, Primary | Employee Type |
|-----------------|------------------------|--------------------|-------------|-----------------------------|-------------------|---------------|
| 03 | 123456789 | 5 | **** | 0491 | 53007 | |
| * 03 | 123456780 | 5 | **** | 0481 | 51004 | RT |

**** = 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 Employee Type codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

25.

For the Employee Name, Legal; the First Name cannot be blank. Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks. (Z-fill is not allowed.)

Record rejected

EXAMPLE

The two records below would be rejected because no valid First Names were submitted.

| District Number | Social Security Number | School Number, Primary/Home | Florida Educators Certificate Number | Employee Name, Legal: Last Name | Employee Name, Legal: First Name |
|-----------------|------------------------|-----------------------------|--------------------------------------|---------------------------------|----------------------------------|
| *03 | 123456789 | 0081 | 0000112233 | Jones | |
| *03 | 123456780 | 0291 | 0000445566 | Smith-Jones | ZZZZZZZZZZZZ |

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 First Names and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

26.

For the Employee Name, Legal; Middle/Maiden Name or Initial may be blank but may not include nondisplayable characters. Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records listed below would be rejected because no valid Employee Name, Legal; Middle/Maiden Name or Initial was submitted.

| District Number | Social Security Number | Florida Educators Certificate Number | Employee Name, Legal: Last Name | Employee Name, Legal: First Name | Employee Name, Legal: Middle Name |
|-----------------|------------------------|--------------------------------------|---------------------------------|----------------------------------|-----------------------------------|
| 03 | 123456788 | 0000112234 | Smith | Susan | |
| * 03 | 123456789 | 0000112233 | Jones | Mary | (nondisplayable character) |
| * 03 | 123456780 | 0000445566 | Smith-Jones | Rashanda | @@@@@@ |

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 a valid Middle/Maiden Name or Initial and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

27.

The Degree/Credential Earned code must be C, A, B, M, S, D, or Z.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records listed below would be rejected because Degree/Credential Earned is either invalid or it was left blank.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Degree/Credential Earned |
|-----------------|------------------------|--------------------|-------------|-----------------------------|--------------------------|
| 03 | 123456789 | 2 | **** | 0081 | M |
| * 03 | 123456790 | 2 | **** | 0081 | P |
| * 03 | 123456791 | 2 | **** | 0081 | |

**** = 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 Degree/Credential Earned by reporting a valid code and resubmit the records for processing

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

UPDATED 07/01/2025

28.

If Survey Period Code is 2 or 3, then Days Absent, Personal Leave must be 000. If Survey Period Code is 5, then Days Absent, Personal Leave must be numeric and less than or equal to 180 for Employee Types RF, CF or TF for employees whose job codes place them on lines 9-19 (school administrators) or 21-33 (teachers) of the Public Schools Staff Survey (EEO-5); or it must be 999, unless District Number is 71. All others must be 000.

Record rejected

EXAMPLE

The first record below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Absent, Personal Leave is greater than 180.

| District Number | Social Security Number | Days Absent Personal Leave |
|-----------------|------------------------|-------------------------------|
| 16 | 123456789 | 002 |
| * 16 | 123456780 | 205 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Days Absent, Personal Leave so that it is in the range 000 to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

UPDATED 07/01/2025

29.

If Survey Period Code is 2 or 3, then Days Absent, Sick Leave must be 000. If Survey Period Code is 5, then Days Absent, Sick Leave must be numeric and less than or equal to 180 for Employee Types RF, CF or TF for employees whose job codes place them on lines 9-19 (school administrators) or 21-33 (teachers) of the Public Schools Staff Survey (EEO-5); or it must be 999, unless District Number is 71. All others must be 000.

Record rejected

EXAMPLE

The first record below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Absent, Sick Leave is greater than 180.

| District Number | Social Security Number | Days Absent Sick Leave |
|-----------------|------------------------|---------------------------|
| 16 | 123456789 | 002 |
| * 16 | 123456780 | 195 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Days Absent, Sick Leave so that it is in the range 000 to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

UPDATED 07/01/2025

2A.

If Survey Period Code is 2 or 3, then Days Absent, Temporary Duty Elsewhere must be 000. If Survey Period Code is 5, then Days Absent, Temporary Duty Elsewhere must be numeric and less than or equal to 180 for Employee Types RF, CF or TF for employees whose job codes place them on lines 9-19 (school administrators) or 21-33 (teachers) of the Public Schools Staff Survey (EEO-5); or it must be 999, unless District Number is 71. All others must be 000.

Record rejected

EXAMPLE

The first record below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Absent, Temporary Duty Elsewhere is greater than 180.

| District Number | Social Security Number | Days Absent, Temporary Duty Elsewhere |
|-----------------|------------------------|---------------------------------------|
| 16 | 123456789 | 002 |
| * 16 | 123456780 | 210 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Days Absent, Temporary Duty Elsewhere so that it is in the range 000 to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

UPDATED 07/01/2025

2B.

If Survey Period Code is 2 or 3, then Days Absent, Other must be 000. If Survey Period Code is 5, then Days Absent, Other must be numeric and less than or equal to 180 for Employee Types RF, CF or TF for employees whose job codes place them on lines 9-19 (school administrators) or 21-33 (teachers) of the Public Schools Staff Survey (EEO-5); or it must be 999, unless District Number is 71. All others must be 000.

Record rejected

EXAMPLE

The first record below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Absent, Other is greater than 180.

| District Number | Social Security Number | Days Absent, Other Leave |
|-----------------|------------------------|--------------------------|
| 16 | 123456789 | 002 |
| * 16 | 123456780 | |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Days Absent, Other so that it is in the range 000 to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

2C.

If Survey Period Code is 2 or 3, then Days Present must be 000. If Survey Period Code is 5, then Days Present must be numeric and greater than zero or less than or equal to 180 for Employee Types RF, CF or TF for employees whose job codes place them on lines 9-19 (school administrators) or 21-33 (teachers) of the Public Schools Staff Survey (EEO-5); or it must be 999, unless District Number is 71. All others may be 000.

Record rejected

EXAMPLE

The first record below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Present is greater than 180.

| District Number | Social Security Number | Days Present |
|-----------------|------------------------|--------------|
| 16 | 123456789 | 002 |
| * 16 | 123456780 | 210 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Days Present so that it is greater than zero or less than or equal to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

2D.

If Survey Period Code is 2 or 3, then The sum of the number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other must be 000. If Survey Period Code is 5, then the sum of the number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other must be greater than zero or less than or equal to 180 for Employee Types RF, CF or TF for employees whose job codes place them on lines 9-19 (school administrators) or 21- 33 (teachers) of the Public Schools Staff Survey (EEO-5); or all of these must be 999, unless District Number is 71. All others may be 000.

Record rejected

EXAMPLE

The first two records below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the sum of the number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other equals 181.

| District Number | Social Security Number | Survey Period Code | Days Present | Days Absent Personal Leave | Days Absent Sick Leave | Days Absent, Temporary Duty Elsewhere | Days Absent, Other |
|-----------------|------------------------|--------------------|--------------|----------------------------|------------------------|---------------------------------------|--------------------|
| 16 | 123456789 | 2 | 000 | 000 | 000 | 000 | 000 |
| 16 | 123456788 | 5 | 045 | 000 | 000 | 000 | 000 |
| * 16 | 123456780 | 5 | 170 | 005 | 004 | 002 | 000 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the record so that the sum of the number of days present plus days absent is greater than zero or less than or equal to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

2E.

If Separation Date falls within the Fiscal Year being reported, then Separation Reason code must not be Z.

Record rejected

EXAMPLE

The first record would pass this edit. The second record below would not pass this edit because a Separation Date within the Fiscal Year being reported has a Separation Reason code of Z.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Separation Date | Separation Reason |
|-----------------|------------------------|--------------------|-------------|-----------------|-------------------|
| 03 | 0123456789 | 5 | **** | 0701**** | A |
| * 03 | 0123456780 | 5 | **** | 0701**** | Z |

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

DISTRICT RESPONSIBILITY

For the second record, the district should correct the Separation Reason code by changing it to a valid non-Z code or change the Separation Date to zeros if the employee has not separated from the school district or a valid date prior to the Fiscal Year being reported and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

2F.

If Separation Reason code is not Z, then Separation Date must be greater than zero.

Record rejected

EXAMPLE

The first record would pass this edit. The second record below would not pass this edit because it has a Separation Reason code but no Separation Date.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Separation Date | Separation Reason |
|-----------------|------------------------|--------------------|-------------|-----------------|-------------------|
| 03 | 0123456789 | 5 | **** | 0701**** | A |
| * 03 | 0123456788 | 5 | **** | 00000000 | A |

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

DISTRICT RESPONSIBILITY

For the second record, the district should correct the Separation Date to be a valid date greater than zero or change the Separation Reason to Z if the employee has not separated from the school district and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

2H.

Paraprofessional Qualification code must be A, B, C, E, or Z.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Paraprofessional Qualification are invalid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Paraprofessional Qualification Code |
|-----------------|------------------------|--------------------|-------------|-------------------------------------|
| 03 | 123456789 | 2 | **** | C |
| * 03 | 123456780 | 2 | **** | T |
| * 03 | 123456781 | 2 | **** | P |

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 Paraprofessional Qualification code and resubmit the records for processing

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

2I.

Paraprofessional Qualification code must be A, B, C, or E for Job Codes 51111, 51112 and 51113.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record below would be rejected because the correct relationship does not exist between the Paraprofessional Qualification code and the Job Code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Code | Paraprofessional Qualification Code |
|-----------------|------------------------|--------------------|-------------|-------|-------------------------------------|
| 03 | 123456789 | 2 | **** | 51112 | C |
| * 03 | 123456780 | 2 | **** | 51111 | Z |

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 relationship between the Paraprofessional Qualification code and the Job Code and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

2J.

If Survey Period is 2, 3 or 5 and the Paraprofessional Qualification code is A, B, C, or E then the Job Code must begin with 51, 52, 53, 54, 55 or 59.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record below would be rejected because the correct relationship does not exist between the Paraprofessional Qualification code and the Job Code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Paraprofessional Qualification Code |
|-----------------|------------------------|--------------------|-------------|----------|-------------------------------------|
| 03 | 123456789 | 2 | **** | 51112 | C |
| * 03 | 123456780 | 2 | **** | 76024 | A |

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 relationship between the Paraprofessional Qualification code and the Job Code and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

2K.

If Survey Period is 2, 3 or 5, then the Paraprofessional Qualification code must be Z for Job Codes that place the employee on lines 21-33 of the Public Schools Staff Survey (EEO-5).

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record below would be rejected because the correct relationship does not exist between the Paraprofessional Qualification code and the Job Code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Code | Paraprofessional Qualification Code |
|-----------------|------------------------|--------------------|-------------|-------|-------------------------------------|
| 03 | 123456789 | 2 | **** | 51084 | Z |
| * 03 | 123456780 | 2 | **** | 52008 | B |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the relationship between the Paraprofessional Qualification code and the Job Code and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

2T.

The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. All blanks are not allowable. It must be left-justified with trailing blanks.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other edit would cause its rejection. The last three records would be rejected because the Staff Number Identifier, Local contains a symbol (@) and none are left-justified.

| District Number | Staff Number Identifier, Local |
|-----------------|--------------------------------|
| 01 | ABC123DEF9 |
| *01 | 3001 28K |
| *01 | 2121@xyz |
| *01 | 123456 |

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 Staff Number Identifier, Local and resubmit the records.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

2U.

The Staff Number Identifier, Local must not be identical to the Social Security Number.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other edit would cause its rejection. The second record would be rejected because the Staff Number Identifier, Local is the same as the Social Security Number.

| District Number | Social Security Number | Staff Number Identifier, Local |
|-----------------|------------------------|--------------------------------|
| 01 | 123456789 | A000012537 |
| *01 | 012345678 | 012345678 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Staff Number Identifier, Local or the Social Security Number and resubmit the record.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

2V.

If Separation Reason code is A-P, then Employee type must be RF or RP.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Separation Reason code is A-O but the Employee Type is TF.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Employee Type | Separation Date | Separation Reason |
|-----------------|------------------------|--------------------|-------------|-----------------------------|---------------|-----------------|-------------------|
| 03 | 123456788 | 5 | **** | 0081 | RF | 0701**** | L |
| * 03 | 123456789 | 5 | **** | 0081 | TF | 0701**** | S |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the relationship between the Separation Reason and the Employee Type and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

2W.

If the employee's Job Code, Primary places the employee on lines 44-54, inclusive, of the Public Schools Staff Survey – EEO-5, then the Degree/Credential Earned code must be Z.

RECORD REJECTED

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records listed below would be rejected because the Job Code, Primary falls on lines 44-54 of the Public Schools Staff Survey – EEO-5 and the Degree/Credential Earned is not Z.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Primary | Degree/Credential Earned |
|-----------------|------------------------|--------------------|-------------|-------------------|--------------------------|
| 03 | 123456789 | 2 | **** | 51101 | Z |
| * 03 | 123456790 | 2 | **** | 65022 | M |
| * 03 | 123456791 | 2 | **** | 75094 | B |

**** = 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 Degree/Credential Earned code or the Job Code, Primary and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

2X.

If Survey Period Code is 2 or 3, then School Principal certification Program code must be Z. If Survey Period Code is 5, then School Principal Certification Program must be A, B, C, D or Z.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for School Principal Certification Program are invalid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Principal Certification Program |
|-----------------|------------------------|--------------------|-------------|--|
| 03 | 123456789 | 5 | **** | C |
| * 03 | 123456780 | 5 | **** | P |
| * 03 | 123456781 | 5 | **** | E |

**** = 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 School Principal Certification Program and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

2Y.

If the School Principal Certification Program is A-D, then the employee’s Job

Code must place the employee on lines 1-43, inclusive, of the Public Schools Staff

Survey – EEO-5.

Record rejected

EXAMPLE

The first and third records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The second record would be rejected because the School Principal Certification Program code for the Job Code, Primary is not a valid code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Principal Certification Program | Job Code, Primary |
|-----------------|------------------------|--------------------|-------------|--|-------------------|
| 03 | 123456789 | 5 | **** | C | 51058 |
| * 03 | 123456780 | 5 | **** | B | 51082 |
| * 03 | 123456790 | 5 | **** | A | 73017 |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the School Principal Certification Program code or Job Code, Primary and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

UPDATED 07/29/2025

22.

Reading Endorsement codes must be N, Y, R or Z.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Reading Endorsement are invalid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Reading Endorsement |
|-----------------|------------------------|--------------------|-------------|---------------------|
| 03 | 123456789 | 2 | **** | Y |
| * 03 | 123456780 | 2 | **** | B |
| * 03 | 123456781 | 2 | **** | M |

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 Reading Endorsement codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

3A.

Literacy Micro-Credential codes must be E, L, S, A, B, C, D, N or Z.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Literacy Micro-Credential are invalid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Reading Endorsement |
|-----------------|------------------------|--------------------|-------------|---------------------|
| 03 | 123456789 | 2 | **** | L |
| * 03 | 123456780 | 2 | **** | F |
| * 03 | 123456781 | 2 | **** | M |

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 Literacy Micro-Credential codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

3B.

If the employee's Job Code places the employee on EEO lines 00, 43, 44, 48, 50, 52, 53, 54; then the Literacy Micro-Credential code cannot be A, B, C, D, E, L, N or S.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the employee's Job Code is on EEO line 43.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Primary |
|-----------------|------------------------|--------------------|-------------|-------------------|
| 03 | 123456789 | 2 | **** | 72000 |
| * 03 | 123456780 | 2 | **** | 51081 |

**** = 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 Literacy Micro-Credential code and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

3C.

Youth Mental Health Awareness Training code must be N, T, Y or Z. This edit only applies to Survey 2, 3, and 5.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Youth Mental Health Awareness Training are invalid.

| District Number | Social Security Number | Survey Period | Youth Mental Health Awareness Training |
|-----------------|------------------------|---------------|--|
| 03 | 123456789 | 2 | Y |
| 03 | 123456780 | 2 | P |
| 03 | 123456781 | 2 | F |

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 Youth Mental Health Awareness Training codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

NEW 07/01/2025

3D.

If Survey Period Code is 2, 3 and 5, then Teacher Apprenticeship Program Indicator must be Y or N.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Teacher Apprenticeship Program Indicator code is not valid for the applicable Survey Period Code. The third record would be rejected because the Teacher Apprenticeship Program Indicator code is not valid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Teacher Apprenticeship Program Indicator |
|-----------------|------------------------|--------------------|-------------|--|
| 01 | 123456789 | 2 | **** | Y |
| *01 | 123456780 | 2 | **** | Z |
| *01 | 112345678 | 2 | **** | Q |

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 Teacher Apprenticeship Program Indicator and resubmit the records.

STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

NEW 07/01/2025

3E.

If Teacher Apprenticeship Program Indicator is Y, then Job Code must be 59050.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Job Code is not valid for the Teacher Apprenticeship Program Indicator.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Teacher Apprenticeship Program Indicator | Job Code |
|-----------------|------------------------|--------------------|-------------|--|----------|
| 01 | 123456789 | 2 | **** | Y | 59050 |
| *01 | 112345678 | 2 | **** | Y | 35095 |

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 Teacher Apprenticeship Program Indicator and resubmit the records.

STAFF DEMOGRAPHIC INFORMATION

STATE VALIDATION RULES

30.

If Survey Period Code is 2 or 3, each Staff Demographic Information record must have a matching Staff Payroll record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. If Survey Period Code is 5, each Staff Demographic Information record must have a matching Staff Fiscal Year Salaries, or Staff Fiscal Year Benefits format based on District Number, Social Security number, Survey Period Code, and Fiscal Year.

State validation 3

EXAMPLE

The first Staff Demographic Information record listed below would not pass this edit because there is not a matching Staff Payroll Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. The second Staff Demographic Information record would pass this edit.

Staff Demographic Information record

| District Number | Social Security Number | Survey Period Code | Fiscal Year |
|-----------------|------------------------|--------------------|-------------|
| * 03 | 123456789 | 2 | **** |
| 03 | 454567858 | 2 | **** |

Staff Payroll Information record

| District Number | Social Security Number | Survey Period Code | Fiscal Year |
|-----------------|------------------------|--------------------|-------------|
| 03 | 454567858 | 2 | **** |

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

DISTRICT RESPONSIBILITY

The district must verify that the Staff Demographic Information record is valid, then submit a matching Staff Payroll record based on District Number, Social Security Number, Survey Period Code and Fiscal Year.

STAFF DEMOGRAPHIC INFORMATION

STATE VALIDATION RULES

31.

If Survey Period is 5, and the sum of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other is between 100 and 180 inclusive, then the sum of Fiscal Year Salary on all Staff Fiscal Year Salaries format records for the employee must be greater than \$18,000. The following fields should be used in matching the records: District Number, Social Security Number, Survey Period Code and Fiscal Year.

State validation 3

EXAMPLE

The second employee below would not pass this edit because the sum of Days Present and all Days Absent elements is between 100 and 180 and the Fiscal Year Salary is less than \$18,000.

Staff Demographic Information records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Days Present | Days Absent Personal Leave | Days Absent Sick Leave | Days Absent, Temporary Duty Elsewhere | Days Absent, Other |
|-----------------|------------------------|--------------------|-------------|--------------|----------------------------|------------------------|---------------------------------------|--------------------|
| 03 | 123456781 | 5 | **** | 174 | 3 | 2 | 0 | 1 |
| * 03 | 123456792 | 5 | **** | 136 | 8 | 30 | 0 | 0 |

Staff Fiscal Year Salaries records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Fiscal Year Salary |
|-----------------|------------------------|--------------------|-------------|--------------------|
| 03 | 123456781 | 5 | **** | 003568900 |
| * 03 | 123456792 | 5 | **** | 00558500 |

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

DISTRICT RESPONSIBILITY

The district must review the information on the Staff Fiscal Year Salaries and Staff Demographic Information records and update the record that is in error to reflect the correct relationship in the edit.

STAFF DEMOGRAPHIC INFORMATION

STATE VALIDATION RULES

32.

If Survey Period is 2 or 3, Job Code, Primary on the Staff Demographic Information record must match at least one Job Code, Primary on the matching Staff Payroll Information records.

State validation 3

EXAMPLE

The Staff Demographic Information record below would not pass this edit because the Job Code, Primary does not match the Job Code, Primary on the matching Staff Payroll Information record.

Staff Demographic Information records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code Primary |
|-----------------|------------------------|--------------------|-------------|------------------|
| * 03 | 123456789 | 2 | **** | 54001 |

Staff Payroll Information records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code Primary |
|-----------------|------------------------|--------------------|-------------|------------------|
| * 03 | 123456789 | 2 | **** | 51071 |

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

DISTRICT RESPONSIBILITY

The district must correct the Job Code, Primary on the Staff Demographic Information record or the Staff Payroll Information record so that they are the same and reflect the actual job the employee held.

STAFF DEMOGRAPHIC INFORMATION

STATE VALIDATION RULES

33.

If the Title I School-Wide code on any of the matching Staff Fiscal Year Salaries records = C, then the Paraprofessional Qualification code on the Staff Demographic record must be A, B, C or E. The match should be done using the following fields: District Number, Social Security Number, Survey Period Code, and Fiscal Year.

State Validation 3

EXAMPLE

The second Staff Demographic Information record listed below would not pass this edit because the Title I School-Wide code is C and the Paraprofessional Qualification code is not A, B, C or E.

Staff Demographic Information records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code Primary | Paraprofessional Qualification Code |
|-----------------|------------------------|--------------------|-------------|------------------|-------------------------------------|
| * 03 | 123456789 | 5 | **** | 51104 | B |
| * 03 | 123456780 | 5 | **** | 51057 | Z |

Staff Fiscal Year Salaries records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code Primary | Title I School-Wide |
|-----------------|------------------------|--------------------|-------------|------------------|---------------------|
| 03 | 123456780 | 5 | **** | 51112 | C100 |
| 03 | 123456780 | 5 | **** | 51057 | Z000 |

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

DISTRICT RESPONSIBILITY

The district must review the information on the two records and correct the Paraprofessional Qualification code or the Title I School-Wide code so that the proper relationship exists between these codes.

STAFF DEMOGRAPHIC INFORMATION

STATE VALIDATION RULES

34.

If the Job Code on any of the matching Staff Fiscal Year Salaries records is 51111, 51112 or 51113 and the Title I Targeted Assistance code is C, then the Paraprofessional Qualification code on the Staff Demographic record must be A, B, C or E. The match should be done using the following fields: District Number, Social Security Number, Survey Period Code, and Fiscal Year.

State validation 3

EXAMPLE

The second Staff Demographic Information record listed below would not pass this edit because the Paraprofessional Qualification code is not A, B, C or E.

Staff Demographic Information records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code Primary | Paraprofessional Qualification Code |
|-----------------|------------------------|--------------------|-------------|------------------|-------------------------------------|
| * 03 | 123456789 | 5 | **** | 51113 | B |
| * 03 | 123456780 | 5 | **** | 51058 | Z |

Staff Fiscal Year Salaries records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code Primary | Title I Targeted Assistance |
|-----------------|------------------------|--------------------|-------------|------------------|-----------------------------|
| 03 | 123456780 | 5 | **** | 51058 | Z000 |
| 03 | 123456780 | 5 | **** | 51111 | C100 |

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

DISTRICT RESPONSIBILITY

The district must review the information on the Staff Fiscal Year Salaries and Staff Demographic Information records and update the record that is in error to reflect the correct relationship in the edit.

STAFF DEMOGRAPHIC INFORMATION

STATE VALIDATION RULES

35.

If the Migrant Regular School Year code on any of the matching Staff Fiscal Year Salaries records = C, then the Paraprofessional Qualification code on the Staff Demographic record must be A, B, C or E. The match should be done using the following fields: District Number, Social Security Number, Survey Period Code, and Fiscal Year.

State validation 3

EXAMPLE

The second Staff Demographic Information record listed below would not pass this edit because the Migrant Regular School Year code is C and the Paraprofessional Qualification code is not A, B, C or E.

Staff Demographic Information records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code Primary | Paraprofessional Qualification Code |
|-----------------|------------------------|--------------------|-------------|------------------|-------------------------------------|
| 03 | 123456789 | 5 | **** | 51104 | B |
| * 03 | 123456780 | 5 | **** | 51057 | Z |

Staff Fiscal Year Salaries records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code Primary | Migrant Regular School Year |
|-----------------|------------------------|--------------------|-------------|------------------|-----------------------------|
| 03 | 123456780 | 5 | **** | 51112 | C100 |
| 03 | 123456780 | 5 | **** | 51057 | Z000 |

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

DISTRICT RESPONSIBILITY

The district must review the information on the two records and correct the Paraprofessional Qualification code or the Migrant Regular School Year code so that the proper relationship exists between these codes.

STAFF DEMOGRAPHIC INFORMATION

STATE VALIDATION RULES

36.

If the Migrant Summer code on any of the matching Staff Fiscal Year Salaries records = C, then the Paraprofessional Qualification code on the Staff Demographic record must be A, B, C or E. The match should be done using the following fields: District Number, Social Security Number, Survey Period Code, and Fiscal Year.

State validation 3

EXAMPLE

The second Staff Demographic Information record listed below would not pass this edit because the Migrant Summer code is C and the Paraprofessional Qualification code is not A, B, C or E.

Staff Demographic Information records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code Primary | Paraprofessional Qualification Code |
|-----------------|------------------------|--------------------|-------------|------------------|-------------------------------------|
| 03 | 123456789 | 5 | **** | 51104 | B |
| * 03 | 123456780 | 5 | **** | 51057 | Z |

Staff Fiscal Year Salaries records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code Primary | Migrant Summer |
|-----------------|------------------------|--------------------|-------------|------------------|----------------|
| 03 | 123456780 | 5 | **** | 51112 | C100 |
| 03 | 123456780 | 5 | **** | 51057 | Z000 |

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

DISTRICT RESPONSIBILITY

The district must review the information on the two records and correct the Paraprofessional Qualification code or the Migrant Summer code so that the proper relationship exists between these codes.

STAFF DEMOGRAPHIC INFORMATION

STATE VALIDATION RULES

38.

For Survey Period Code 2 or 3, if the employee’s Job Code, Primary on the Staff Demographic Information format places the employee on lines 21-33, inclusive, of the Public Schools Staff Survey – EEO-5, excluding substitute teachers (Job Code, Primary code equal to 51080, 52080, 53080, 54080, 55080 or 59080) and the Employee Type is RF, TF or CF, then the employee must have at least one Staff Experience record with an Experience Type of C, at least one record with an Experience Type of D and at least one record with an Experience Type of F . The following fields should be used in matching the records: District Number, Social Security Number, Survey Period Code and Fiscal Year.

State validation 3

EXAMPLE

The second employee below would not pass this edit because there is no Staff Experience record with an Experience Type code of C reported.

Staff Demographic Information records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code Primary |
|-----------------|------------------------|--------------------|-------------|------------------|
| 03 | 123456789 | 5 | **** | 51051 |
| * 03 | 123456780 | 5 | **** | 51028 |

Staff Fiscal Year Salaries records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Experience Type | Experience Length |
|-----------------|------------------------|--------------------|-------------|-----------------|-------------------|
| 03 | 123456781 | 5 | **** | C | 01 |
| 03 | 123456781 | 5 | **** | D | 05 |
| 03 | 123456781 | 5 | **** | F | 05 |
| * 03 | 123456792 | 5 | **** | D | 06 |
| * 03 | 123456792 | 5 | **** | F | 09 |

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

DISTRICT RESPONSIBILITY

The district must review the staff member’s experience and submit an additional Staff Experience record with an Experience Type code of C for this employee.

STAFF DEMOGRAPHIC INFORMATION

AGGREGATE VALIDATION RULES

40.

For each active school on the Master School Identification (MSID) file for the district, the number of Staff Demographic Information records must be greater than zero.

Aggregate validation

Note: An error message will be printed on the validation aggregate report (F70658) for schools that do not meet the aggregate validation edit above.

EXAMPLE

School 0351 is an active school for district number 90 on the MSID file. There are no demographic records for this school on the Staff Database table.

An aggregate edit error message is generated for school 0351 on the validation report indicating that the school failed this aggregate validation edit.

DISTRICT RESPONSIBILITY

The district must submit Staff Demographic Information records (in addition to other required Staff Reporting formats) for this school.

STAFF DEMOGRAPHIC INFORMATION

EXCEPTION REPORT

50.

If District Number is not 71-75 or 80-83 and Charter School Status is not C or R (located on the Master School Identification File) and if the employee's Job Code places the employee on lines 1-8, inclusive, of the Public Schools Staff Survey - EEO-5, then School Number/Primary Home must be 9001.

Exception report

EXAMPLE

The first two records below would cause a message to be generated because the Job Code, Primary places the employee on EEO Line Numbers 1-8 and the School Number/Primary Home is not 9001. The third record listed below would pass the edit.

| District Number | Social Security Number | School Number, Primary/Home | Job Code, Primary |
|-----------------|------------------------|-----------------------------|-------------------|
| * 03 | 123456789 | 0081 | 75005 |
| * 03 | 123456780 | 0291 | 61222 |
| 72 | 125896540 | 0341 | 62009 |

DISTRICT RESPONSIBILITY

The district should verify the Job Code and the School Number/Primary Home and if in error correct the record

STAFF DEMOGRAPHIC INFORMATION

EXCEPTION REPORT

51.

If Separation Date is not zero then it must be greater than or equal to Employment Date, Current Position; Employment Date, Continuous Employment; and Employment Date, Original Position.

Exception report

EXAMPLE

The second record below would cause an error message to be generated because the Separation Date is prior to the Employment Date, Current Position.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Separation Date | Employment Date, Current Position |
|-----------------|------------------------|--------------------|-------------|-----------------------------|-----------------|-----------------------------------|
| 03 | 123456789 | 5 | **** | 0081 | 00000000 | 08212000 |
| * 03 | 123456780 | 5 | **** | 0291 | 0813**** | 0821**** |

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

DISTRICT RESPONSIBILITY

The district should verify the Separation Date; Employment Date, Current Position; Employment Date, Continuous Employment; and Employment Date, Original Position and correct if in error.

STAFF DEMOGRAPHIC INFORMATION

EXCEPTION REPORT

52.

If Separation Date is in the current Fiscal Year being reported or is zeroes, then Employment Date, Current Position must be greater than or equal to Employment Date, Continuous Employment and Employment Date, Original Position.

Exception report

EXAMPLE

The second record below would cause an error message to be generated because the Employment Date, Current Position code is not greater than the Employment Date, Continuous Employment code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Employment Date, Continuous Employment | Employment Date, Current Position | Separation Date |
|-----------------|------------------------|--------------------|-------------|--|-----------------------------------|-----------------|
| 03 | 123456789 | 5 | **** | 08211997 | 08211997 | 0602**** |
| * 03 | 123456780 | 5 | **** | 08211999 | 08211997 | 00000000 |

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

DISTRICT RESPONSIBILITY

The district should verify the Employment Date, Current Position; Employment Date, Continuous Employment and Employment Date, Original Position and correct if in error.

STAFF DEMOGRAPHIC INFORMATION

EXCEPTION REPORT

53.

If Separation Date is in the current Fiscal Year being reported or is zeroes, then Employment Date, Continuous Employment must be greater than or equal to the Employment Date, Original Position.

Exception report

EXAMPLE

The second record below would cause an error message to be generated because the Employment Date, Continuous Employment is prior to the Employment Date, Original Position.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Employment Date, Original Position | Employment Date, Continuous Employment | Separation Date |
|-----------------|------------------------|--------------------|-------------|------------------------------------|--|-----------------|
| 03 | 123456789 | 5 | **** | 08191992 | 08211994 | 06022003 |
| * 03 | 123456780 | 5 | **** | 08211997 | 08211993 | 00000000 |

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

DISTRICT RESPONSIBILITY

The district should verify the Employment Date, Continuous Employment and the Employment Date, Original Position and correct if in error.

STAFF DEMOGRAPHIC INFORMATION

EXCEPTION REPORT

54.

For Survey Period Code 2 or 3, if Employee Type is RF, then the employee must have a matching Staff Benefits record with a Selected Benefits, Type code of D (Florida Retirement System). For Survey Period Code 5, if Employee Type is RF, then the employee must have a matching Staff Fiscal Year Benefits record with a Selected Benefits, Type/Value code of D. The records should be matched on District Number, Social Security Number, Survey Period Code and Fiscal Year.

Exception report

EXAMPLE

The first Staff Demographic Information record listed below would cause an error message to be generated because there is no matching Staff Benefits record with a Selected Benefits, Type code of D. The second Staff Demographic Information record would pass this edit.

Staff Demographic Information records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Employee Type |
|-----------------|------------------------|--------------------|-------------|---------------|
| * 03 | 123456789 | 2 | **** | RF |
| 03 | 454567858 | 2 | **** | RF |

Staff Benefits records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Selected Benefits, Type |
|-----------------|------------------------|--------------------|-------------|-------------------------|
| 03 | 123456789 | 2 | **** | B |
| 03 | 123456789 | 2 | **** | K |
| 03 | 454567858 | 2 | **** | D |

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

DISTRICT RESPONSIBILITY

The district must review the Staff Demographic Information record and the Staff Benefits records and update one of the records if there is an error or submit an additional Staff Benefits record with a Selected Benefits, Type code of D.

STAFF DEMOGRAPHIC INFORMATION

EXCEPTION REPORT

55.

If Survey Period is 5, the sum of the number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other must be greater than zero for regular full-time (RF), temporary full-time (TF) and contracted full-time (CF) employees whose job codes place them on lines 9-19 (school administrators) or 21-33 (teachers) of the Public Schools Staff Survey (EEO-5) unless they are all 999.

Exception report

EXAMPLE

The first two records below would pass this edit. The third record would not pass this edit because the number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other add to zero for a regular full-time teacher.

| District Number | Survey Period Code | Social Security Number | Days Present | Days Absent, Personal Leave | Days Absent, Sick Leave | Days Absent, Temporary Duty Elsewhere | Days Absent, Other | Job Code | Employee Type |
|-----------------|--------------------|------------------------|--------------|-----------------------------|-------------------------|---------------------------------------|--------------------|----------|---------------|
| 16 | 5 | 123456789 | 045 | 000 | 000 | 000 | 000 | 78030 | RF |
| 16 | 5 | 123456788 | 170 | 004 | 004 | 002 | 000 | 51055 | TF |
| * 16 | 5 | 123456780 | 000 | 000 | 000 | 000 | 000 | 51055 | RF |

DISTRICT RESPONSIBILITY

The district should review the data in the third record to verify that this regular full-time teacher did not have days present or absent during the regular 180 day school year. If there is an error in the data on this record, the district should submit an update to the record.

STAFF DEMOGRAPHIC INFORMATION

EXCEPTION REPORT

56.

If the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey – EEO-5, excluding substitute teachers (Job Code, Primary code equal to 51080, 52080, 53080, 54080, 55080 or 59080), vocational technical teachers (53001-53014), adult education teachers (54001) and ROTC teachers (51047, 51048) the Degree Earned code must not be Z.

Exception report

EXAMPLE

The first and third records listed below would pass this edit. The second record listed below would cause an error message to be generated because Degree Earned is Z and the job code is on lines 21-43 of the EEO-5.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Primary | Degree Earned |
|-----------------|------------------------|--------------------|-------------|-------------------|---------------|
| 36 | 123456781 | 2 | **** | 51051 | M |
| * 36 | 223456782 | 2 | **** | 51032 | Z |
| 36 | 123906783 | 2 | **** | 52004 | D |

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

DISTRICT RESPONSIBILITY

The district should verify the Degree Earned code and if in error correct the record.

STAFF DEMOGRAPHIC INFORMATION

EXCEPTION REPORT

57.

Birth Date must be between the age range of 16 and 80 years old, inclusive, in the current calendar year.

Exception report

EXAMPLE

The first record listed below would pass this edit. The second and third records would cause an error message to be generated because the calculated age using Birth Date is not within the specified age range.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Birth Date |
|-----------------|------------------------|--------------------|-------------|------------|
| 04 | 012352847 | 2 | **** | 04131960 |
| * 04 | 025123478 | 2 | **** | 02032009 |
| * 04 | 025123482 | 2 | **** | 02031927 |

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

DISTRICT RESPONSIBILITY

The district should verify the Birth Date and if in error correct the record.

STAFF DEMOGRAPHIC INFORMATION

EXCEPTION REPORT

59.

For Survey Period Code 2 or 3, if Employee Type is RF, then the employee must have a matching Staff Benefits record with a Selected Benefits, Type code of A or K. For Survey Period Code 5, if Employee Type is RF, then the employee must have a matching Staff Fiscal Year Benefits record with a Selected Benefits, Type/Value code of A or K. The records should be matched on District Number, Social Security Number, Survey Period Code and Fiscal Year.

Exception report

EXAMPLE

The first Staff Demographic Information record listed below would cause an error message to be generated because there is not a matching Staff Benefits record with a Selected Benefits, Type code of A or K. The second Staff Demographic Information record would pass this edit.

Staff Demographic Information records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Employee Type |
|-----------------|------------------------|--------------------|-------------|---------------|
| * 03 | 123456789 | 2 | **** | RF |
| 03 | 454567858 | 2 | **** | RF |

Staff Benefits records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Selected Benefits, Type |
|-----------------|------------------------|--------------------|-------------|-------------------------|
| 03 | 123456789 | 2 | **** | D |
| 03 | 454567858 | 2 | **** | A |

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

DISTRICT RESPONSIBILITY

The district must review the Staff Demographic Information record and the Staff Benefits record and update the record that is in error or submit an additional Staff Benefits record with a Selected Benefits, Type of A or K.