



STAFF INFORMATION DATABASE

2024-2025 OVERVIEW AND DATABASE REPORTING

Florida Association of Management Information Systems

FAMIS Conference June 2024

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AGENDA

- Statutory References for Database Reporting
- Staff Database: 2024-2025 Overview of Updates
 - Data Elements
 - Formats
 - Edits/Business Rules
 - Appendices
 - Legislative changes
- Data Reporting Schedule
- Survey Re-Opening
- Database Reporting Reminders
- Resources



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STATUTORY REFERENCES FOR REQUIRED DATABASE REPORTING

Statutory References

- **Rule Chapter 6A-1.0014, Florida Administrative Code (F.A.C.)**
Comprehensive Management Information Systems.
- **Section 1008.385, Florida Statutes (F.S.)**
Educational Planning and Information Systems.—
(2) Comprehensive Management Information Systems.
- **Section 1001.51, F.S.**
Duties and responsibilities of district school superintendent.—
(12)(b) Reports to the department.



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STAFF DATABASE 2024-2025 OVERVIEW OF UPDATES

THERE ARE NO 2024-2025 STAFF RELATED CHANGES TO:

- DATA ELEMENTS
- FORMATS
- EDITS (Business Rules)
- APPENDICES



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DATA REPORTING SCHEDULE

DATA REPORTING SCHEDULE OVERVIEW

June

July

- Survey 5 state processing begins

August

- Survey 5 end of state processing
- Survey M (Personnel Email Address)

September

October

- Survey 2 begin state processing
- Survey 5 closes
- Staff Survey New Hires

November

- Survey 2 end state processing

December

- Survey 2 close

January

- Survey N (Personnel Email Address)

February

- Survey 3 state processing begins

March

- Survey 3 end of state processing

April

- Survey 3 closes

May



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SURVEY RE-OPENING

Survey Re-Opening Process

- Formal written request must:
 - Be made on district letterhead.
 - Be signed by the district's superintendent or their designee.
 - Be addressed to the Commissioner of Education.
 - Include a detailed explanation as to what needs to be amended and why.
 - Explain how the request impacts the district and the state.



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DATABASE REPORTING REMINDERS

Staff Demographic and Staff Payroll (Non-Match Records)

- ❑ The validity of an employee's record as reported during Surveys 2 and 3 are based on matching Staff Demographic and Staff Payroll records. This is the basis for the deletion process.
- ❑ For Surveys 2 and 3 at the end of the state processing period, if there are any Staff Demographic records without a matching Staff Payroll record or any Staff Payroll records without a matching Staff Demographic record, the unmatched records will be deleted from the Staff Database.
- ❑ Districts should check validation reports for the Staff Demographic and Staff Payroll formats for records that may fall in the category of **non-matches** and submit any missing records (Staff Demo Validation Edit #30 and Payroll Validation Edit #50).

Staff Demographic and Staff Payroll (Survey Reporting)

During Surveys 2 and 3, submit a Staff Demographic and Staff Payroll record for **all** staff employed or contracted either on a full-time or part-time basis during the payroll period that spans the survey week.

NOTE: Contracted employees should be reported as well, even though they are not part of a district's payroll system.

During Survey 5, submit a Staff Demographic record for any staff member **employed or contracted** at any time during the fiscal year being reported and for any staff member who received benefits anytime during the fiscal year.

Staff Fiscal Year Salaries and Staff Payroll (Duty Days – Data Element – 203810)

- During Surveys 2 and 3**, report the standard number of days per year an employee is scheduled to work, including holidays.
- During Survey 5**, report the actual number of days the employee worked, including holidays.

Staff Payroll (Salary, Annual – Data Element – 221818)

- Report expected salary to be paid to the employee: base salary and any salary adjustments (compensation that became part of the permanent base salary) - excluding deductions and additional compensation.

PUBLIC SCHOOLS STAFF SURVEY

NEW HIRES - INSTRUCTIONAL PERSONNEL

- Collect data on the teaching/instructional assignments of newly hired instructional personnel in the district.
- This annual data collection for grades PK-12 is used to identify areas of high demand teacher needs in Florida's public schools.
- Include newly-hired personnel, grades PK-12, hired between July 1 and October 1 of the current school year.

Due October 31

Districts must ensure proper data submission for this survey.

<https://web07.fldoe.org/NewHiresSurvey/>

2024-2025 PUBLIC SCHOOL STAFF EMAIL ADDRESS DATA COLLECTION - Surveys M and N

- In accordance with Section 1012.05(3)(b), F.S., each school district shall electronically submit accurate public school email addresses to the Florida Department of Education (FDOE) for all instructional and administrative personnel twice each school year.
- Data collection:
 - First semester from August to September
 - Second semester from January to February
- The staff email file, F70507 will process daily at 4 p.m. ET during the reporting period.
- Charter schools should submit the same data as public schools.

PUBLIC SCHOOLS ADMINISTRATIVE AND INSTRUCTIONAL STAFF TERMINATIONS DATABASE

PUBLIC SCHOOLS ADMINISTRATIVE AND INSTRUCTIONAL STAFF TERMINATIONS

REPORTING INSTRUCTIONS

Create a record for any administrative or instructional staff member employed (or previously employed) by the school district who was dismissed due to findings by the Board related to charges.

Include any administrative or instructional staff member terminated with a Separation Reason of G (one of the reasons identified on the Separation Reason data element included on the Staff Demographic Information reporting format)

The Staff Terminations database should be maintained regularly to adhere to the requirements of Sections 1012.33 (1)(a) and (4)(c), F.S.

- INSTRUCTIONAL STAFF as defined in Section 1012.01 (2)(a-e), F.S.
- ADMINISTRATIVE STAFF as defined in Section 1012.01 (3)(a-c), F.S.

JOB CODE DEFINITIONS

- [Appendix E](#) provides job code assignments. An employee should be coded according to the job functions required rather than according to the job title or pay schedule for that job.
- [Appendix J](#) and [Appendix K](#) on the Staff Database can be used to find the most appropriate Job Code numbers.
- The [Red Book](#) is an additional resource that could help school districts determine the proper Job Code to assign to an employee. Reference [Chapter 4/FUNCTIONS, pages 4-17](#).

Database Reporting Data Quality

TEACHER COURSE - STATE VALIDATION RULE - 5F

- **Student** Course Records, **Teacher** Course and **Staff** Demographic records should all match.
- District staff responsible for **Staff Database** should upload into Preflight Staff Demographic Data for cleanup.
- It is recommended that district staff responsible for **Student Database** upload their data into Preflight (open a month before Survey period opens) to prevent uploading mismatching data to the mainframe.



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RESOURCES

DATABASE MANUAL RESOURCES

[Student and Staff Information Databases](#)

- FDOE reporting requirements
- Provides data elements, formats and edits
- Technical assistance documents
- Survey dates

[Data Quality 2 \(DQ2\) User Manual](#)

[Public Schools Administrative and Instructional Staff Terminations Reporting Instructions](#)

DATABASE MANUAL UPDATES

- ❑ Changes to Staff and Student Database manuals are posted every Friday on the web on the [Database Manual Update](#) page.
- ❑ Districts will **not** receive email notices when changes are made to the database manuals.
- ❑ Districts should check for updates weekly or bi-weekly to ensure that they are aware of changes made to the Database Manuals.

DATA QUALITY RESOURCES

Survey **DQ2 Preflight System** (Sand Box):

- STUDENT and STAFF systems can utilize the DQ2 Preflight system to prepare quality data in advance of production survey file processing.
- **Data residing in Preflight is NOT used by FDOE in official reporting.**

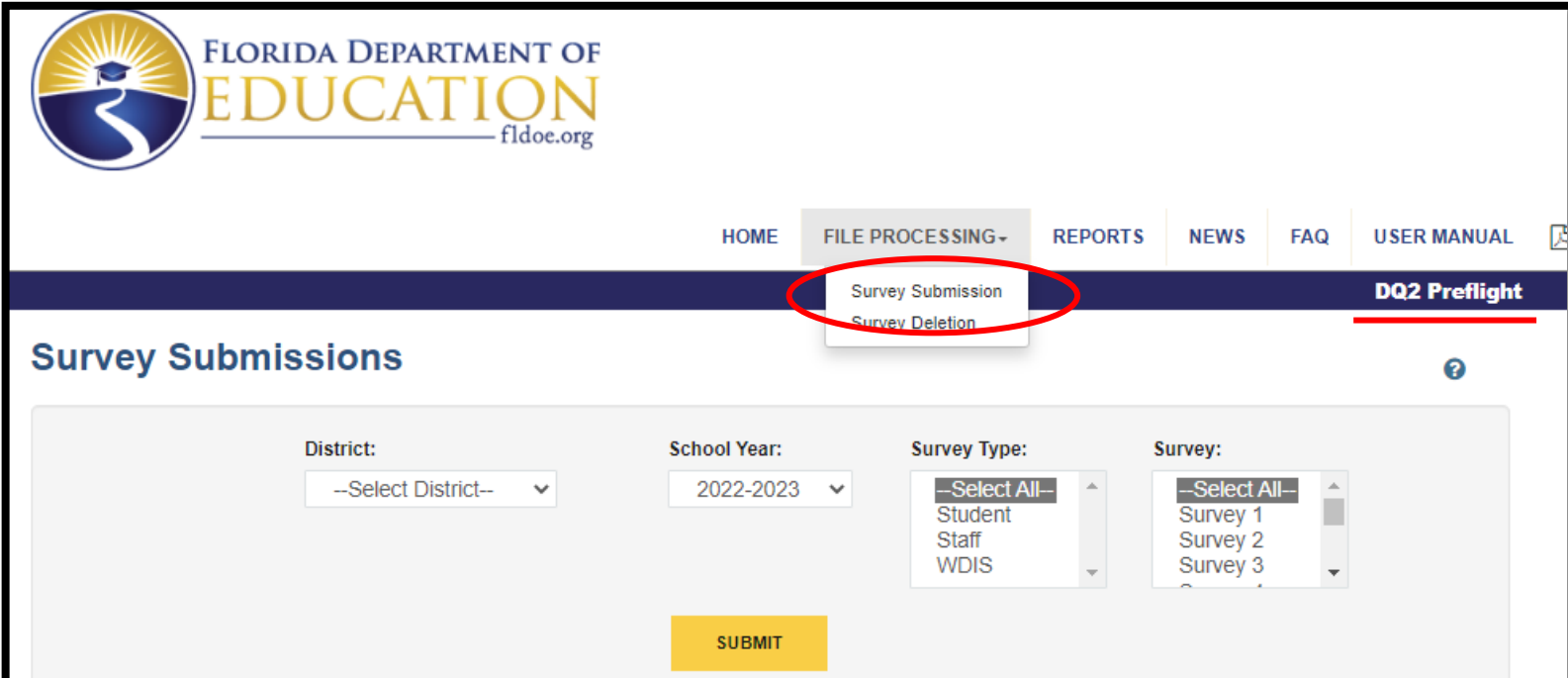
Survey **DQ2 Production System**:

- STAFF system utilizes the DQ2 Production during the official survey windows.
- PK-12 STUDENT system utilizes the Northwest Regional Data Center (NWRDC) for reporting production data.
- **Production data is used by FDOE for data quality and reporting.**

DATA QUALITY REPORTS

File Processing/Survey Submissions page (available in both Preflight and Production) allows users to search for and view survey data files submitted by their district. You can select school year, survey type and survey.

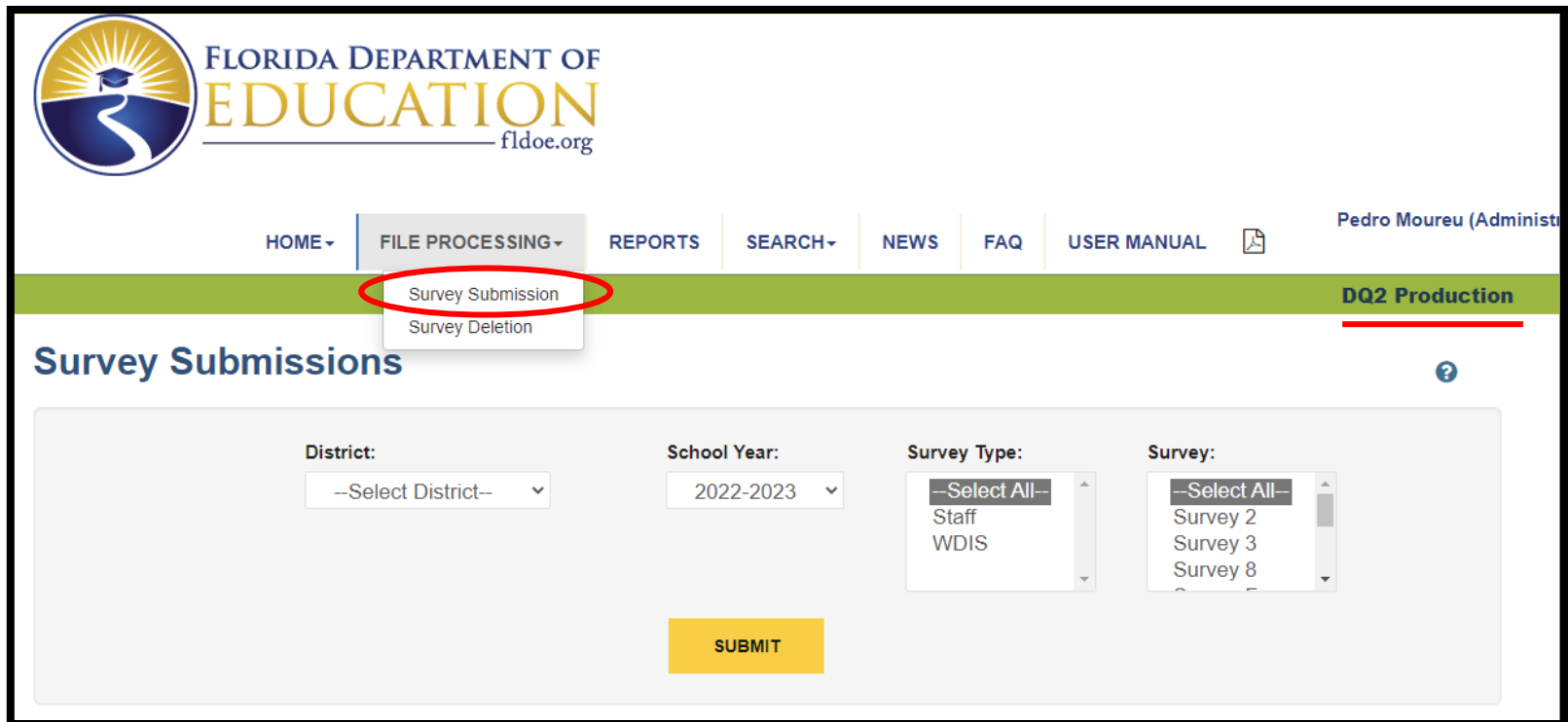
Preflight:



The screenshot shows the Florida Department of Education website interface. The top navigation bar includes links for HOME, FILE PROCESSING- (highlighted with a red circle), REPORTS, NEWS, FAQ, and USER MANUAL. A dropdown menu under FILE PROCESSING- shows options for Survey Submission and Survey Deletion. The page title is "Survey Submissions" and the mode is "DQ2 Preflight". Below the navigation, there are search filters for District, School Year, Survey Type, and Survey. The District filter is set to "--Select District--", School Year is "2022-2023", Survey Type is "--Select All--" (with options Student, Staff, WDIS), and Survey is "--Select All--" (with options Survey 1, Survey 2, Survey 3). A yellow SUBMIT button is located at the bottom of the search area.

DATA QUALITY REPORTS

Production:



The screenshot shows the Florida Department of Education's Data Quality Reports interface. At the top left is the logo and name: "FLORIDA DEPARTMENT OF EDUCATION fldoe.org". A navigation menu includes "HOME", "FILE PROCESSING", "REPORTS", "SEARCH", "NEWS", "FAQ", and "USER MANUAL". The user is logged in as "Pedro Moureu (Administ)". A green banner at the top right says "DQ2 Production". Under "FILE PROCESSING", a dropdown menu is open, showing "Survey Submission" (highlighted with a red circle) and "Survey Deletion". The main heading is "Survey Submissions" with a help icon. Below is a form with four dropdown menus: "District" (set to "--Select District--"), "School Year" (set to "2022-2023"), "Survey Type" (set to "--Select All--" with options "Staff" and "WDIS" visible), and "Survey" (set to "--Select All--" with options "Survey 2", "Survey 3", and "Survey 8" visible). A yellow "SUBMIT" button is at the bottom.

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