

2017-2018 Staff Professional Development

1. This format should be reported for each professional development component in which the staff member participated during the fiscal year reported. Submit this format in reporting period 5 only.
2. PROFESSIONAL DEVELOPMENT, COMPONENT NUMBER: Please see Appendix D in the DOE Information Data Base Requirements: Volume II - Automated Staff information System for an explanation of the numbering system for Professional Development Component Numbers.
3. ERROR CODES: This field is used by the Department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the Department.
4. KEY FIELDS: The key fields for this format are item numbers 1, 3, 4, 5, and 6. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

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

Item No.	From-To	Size	Field Char.	Field Description	Schools of Excellence record
1	1-2	2	N/R	District Number *	NN
2	3-6	4	N/R	School Number, Primary/Home	NNNN
3	7-16	10	A/N/L	Social Security Number *	--NNNNNNNN
4	17-17	1	N	Survey Period Code *	5
5	18-21	4	N	Fiscal Year *	1718
6	22-28	7	A/N	Professional Development, Component Number *	8 506 NNN
7	29-29	1	A/N	Professional Development, Evaluation Method, Staff	F
8	30-35	6	A/N	Filler	
9	36-38	3	N/R	Professional Development, Participation Hours	020
10	39-39	1	A/N	Filler	
11	40-43	4	A/N	Filler	
12	44-44	1	A	Transaction Code	A
13	45-46	2	N/R	District Number, Where Professional Development Completed	NN
14	47-54	8	A/N	Filler	
15	55-55	1	A	Professional Development, Primary Purpose	C
16	56-56	1	A	Professional Development, Learning Method	D or I
17	57-57	1	A	Professional Development, Implementation Method	T
18	58-58	1	A	Professional Development, Evaluation Method, Student	A
19	59-128	70	A/N	Filler	
20	129-142	14	A/N	Florida Education Identifier	FLNNNNNNNNNN
21	143-152	10	A/N/L	Staff Number Identifier, Local	ANANANANAN
22	153-160	8	A/N	Filler/Error Codes	