

FLORIDA DEPARTMENT OF EDUCATION



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October 4, 2005

MEMORANDUM

TO: Personnel Directors
MIS Directors

FROM: Garnet L. Dukes, Jr., Chief 
Education Information and Accountability Services

SUBJECT: Classroom Teacher Exit Interview Information

As initially submitted, memorandum #DTA 00-07 dated September 5, 2000, stated that school districts are required to conduct exit interviews with teachers who leave the district's employment and report the results of those exit interviews to the Department of Education every six months. Through this communication and other technical assistance, the Department of Education is meeting its goal of delivering quality services in the education of Florida's student population in one seamless, efficient system.

2005-06 Fiscal Year Reporting

There are no changes to the classroom teacher exit interview data collection instruments for the 2005-06 fiscal year. Enclosed are the following documents for use in completing this reporting requirement:

- A sample interview questionnaire form and instructions.
- Instructions for recording teacher exit interview information on the web site.
- A format for submission of the information as an alternative to use of the web site.

School districts have two options for submitting the teacher exit interview data. The first option is to enter the information on the web-based form at <https://info.doe.state.fl.us/exit/>. The second option is to submit the data using file format ESE 076, format number 7214.

GARNET L. DUKES, JR.
Bureau Chief
Accountability, Research, and Measurement

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Classroom teacher exit interview information

Following district submissions, the Department will summarize the information and post the results of the exit interviews on the web, in addition to making it available for Department and legislative purposes.

Records should be submitted no later than **January 31, 2006**, for teachers separating between July 1, 2005, and December 31, 2005, and no later than **July 15, 2006**, for teachers separating between January 1, 2006, and June 30, 2006.

Questions concerning the submission of exit interview information for classroom teachers should be directed to Nada B. Stauffer, Program Specialist at nada.stauffer@fldoe.org or call (850) 245-0400 or Suncom 205-0400.

GLD:nbs

Enclosures

GARNET L. DUKES, JR.

Bureau Chief

Accountability, Research, and Measurement

FLORIDA DEPARTMENT OF EDUCATION
ACCOUNTABILITY, RESEARCH, AND MEASUREMENT
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES

EXIT INTERVIEW QUESTIONNAIRE FOR CLASSROOM TEACHERS

**NOTE: THIS FORM IS FOR LOCAL USE ONLY. DO NOT SEND THIS
FORM TO THE DEPARTMENT OF EDUCATION.**

School District:	School #:
Date of Interview:	

EMPLOYEE INFORMATION

Name:	Social Security #:
Length of Service as a Classroom Teacher:	Separation Date:

REASON FOR SEPARATION FROM TEACHING POSITION

Voluntary: <input type="checkbox"/> Resignation	Involuntary: <input type="checkbox"/> Probationary <input type="checkbox"/> Performance <input type="checkbox"/> Reduction in Force	Other: <input type="checkbox"/> Specify: _____ _____
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If voluntary separation was selected above, please indicate the reason(s).

<input type="checkbox"/> Inadequate salary <input type="checkbox"/> Lack of opportunity for advancement <input type="checkbox"/> Dissatisfaction with supervisor <input type="checkbox"/> Dislike/unsuitability for assigned duties <input type="checkbox"/> Resignation in lieu of involuntary termination <input type="checkbox"/> Family/personal reasons <input type="checkbox"/> Return to continuing education	<input type="checkbox"/> Relocation <input type="checkbox"/> Retirement <input type="checkbox"/> End of temporary assignment <input type="checkbox"/> Inadequate benefits <input type="checkbox"/> Stress on job <input type="checkbox"/> Other, Specify: _____ <input type="checkbox"/> Not applicable/Not a voluntary separation
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FUTURE EMPLOYMENT

If the teacher has accepted employment elsewhere, please indicate one of the following:

Accepted another teaching position

- ☐ at a nonpublic school within the district
- ☐ within another district in Florida
- ☐ outside the State of Florida

Accepted another position in the field of education

- ☐ within the same district
- ☐ within another district in Florida
- ☐ outside the State of Florida

Accepted a position other than teaching or the field of education

- ☐ within the same county
- ☐ within another county in Florida
- ☐ outside the State of Florida

Not applicable

- ☐ teacher declines to disclose future plans
- ☐ teacher has not accepted employment elsewhere

EXIT INTERVIEW QUESTIONNAIRE FOR CLASSROOM TEACHERS

Instructions

Complete this questionnaire or the web enabled counterpart for each classroom teacher leaving a teaching position in the school district. DO NOT SEND THIS FORM TO THE FLORIDA DEPARTMENT OF EDUCATION. This form is for local use.

Classroom Teachers are staff members assigned the professional activity of instructing students in courses in classroom situations, including basic instruction, exceptional student education, and vocational-technical education. Include only regular full-time teachers.

Identification Information

- Complete the school district name, school number, and date of interview fields.

Employee Information

- Provide the teacher's first, middle, and last names and social security number.
- Record the teacher's total length of teaching service in years and months. Include all teaching experience within and outside the current school district.
- Record the teacher's expected separation date (month/day/year) from the district teaching position.

Reason for Separation from Teaching Position

- Check **one** reason for separation (resignation, probationary, performance, reduction in force, or other).
- If the reason checked is resignation, then also check one or more of the reasons for voluntary separation.

Future Employment

- If the teacher has accepted employment elsewhere, check **one** of the boxes to indicate the type and location of future employment.

**Florida Department of Education
Education Information and Accountability Services
Education Data Systems**

2005-2006 Classroom Teacher Exit Interview Information

1. Submit one record for each classroom teacher who has separated from a teaching position in the school district. Records should be submitted no later than **January 31, 2006**, for teachers separating between July 1, 2005, and December 31, 2005. Records should be submitted no later than **July 15, 2006**, for teachers separating between January 1, 2006, and June 30, 2006.
2. Submit this format using the dataset name DPSxx.GU.F70123.Y0506A for the January 31, 2006 submission and dataset name DPSxx.GU.F70123.Y0506B for the July 15, 2006 submission where xx is the district number.
3. **CLASSROOM TEACHERS:** Classroom teachers are staff members assigned the professional activity of instructing students in courses in classroom situations, including basic instruction, exceptional student education, English for Speakers of Other Languages and vocational-technical education. These teachers have DOE Staff Data Base Job Codes placing them on Public Schools Staff Survey EEO-5 lines 21 through 33. Include only regular full-time teachers.
4. **SCHOOL NUMBER, PRIMARY/HOME:** Use the official state school number for the school at which the teaching position is located. Itinerant staff should be reported either at the school that is considered their home location or at the district office (school number 9001).
5. **SOCIAL SECURITY NUMBER:** The social security number must be reported for all teachers leaving teaching. The number should be left justified with a trailing blank.
6. **KEY FIELDS:** The key fields for this format are item numbers 1 and 2.

CONTACT: Questions regarding this data collection activity should be directed to Nada B. Stauffer, Program Specialist at Suncom 205-0400, (850) 245-0400, or Nada.Stauffer@FLDOE.ORG.

7. **NOTE:** Teacher exit interview information may, alternatively, be entered via a web based form. If the web form is used do not repeat the information submission using this format. Only one method of submitting the information for a teacher is needed.

**Florida Department of Education
Education Information and Accountability Services/
Education Data Systems**

2005-2006 CLASSROOM TEACHER EXIT INTERVIEW INFORMATION

FIELD CHARACTERISTICS: A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	TAPE CHARACTERISTICS: 9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Record size <u>160</u> Block size _____ Dataset Name DPSxx.GU.F70123.YyyyyA DPSxx.GU.F70123.YyyyyB	Date: October 2005 Effective Date: October 2005 Format No.: 7214 Activity No.: ESE 076
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Item Number	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	District Number
				The two digit number for the district in which the teacher is currently teaching.
2	3-12	10	A/N/L	Social Security Number
				The number assigned to an individual by the Social Security Administration (left justified).
3	13-16	4	N/R	School Number, Primary/Home
				The state assigned four digit school number (0001-9899) which indicates the school at which the teaching position is located.
4	17-58	42	A/N/L	Employee Name, Legal
				The employee's last, first, and middle names including appendage, as follows: (17 characters) Last Name (3 characters) Appendage (12 characters) First Name (10 characters) Middle/Maiden Name or Initial These are fixed fields.

**Florida Department of Education
Education Information and Accountability Services/
Education Data Systems**

2005-2006 CLASSROOM TEACHER EXIT INTERVIEW INFORMATION

Item Number	From-To	Size	Field Char.	Field Description																		
5	59-62	4	N/R	Length of Service as a Classroom Teacher																		
				The number of years and months of classroom teaching completed by the teacher both in the current district and outside the district. Example: (YYMM) 0602 = Six years and two months of teaching experience																		
6	63-70	8	N	Separation from Teaching Date																		
				The date of the employee's separation from teaching service with the school district. Example: (MMDDYYYY) 06052005 = June 5, 2005																		
7	71-71	1	A/N	Reason for Separation from Teaching																		
				<table><tr><td><u>Code</u></td><td><u>Definition</u></td></tr><tr><td>Voluntary</td><td></td></tr><tr><td> A</td><td>Resignation</td></tr><tr><td>Involuntary</td><td></td></tr><tr><td> B</td><td>Probationary</td></tr><tr><td> C</td><td>Performance</td></tr><tr><td> D</td><td>Reduction in Force</td></tr><tr><td>Other</td><td></td></tr><tr><td> E</td><td>Other</td></tr></table>	<u>Code</u>	<u>Definition</u>	Voluntary		A	Resignation	Involuntary		B	Probationary	C	Performance	D	Reduction in Force	Other		E	Other
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2005-2006 CLASSROOM TEACHER EXIT INTERVIEW INFORMATION

Item Number	From-To	Size	Field Char.	Field Description																														
8	72-84	13	A/N	Reason(s) for Voluntary Separation																														
				The reason(s) for voluntary separation from teaching.																														
				<table><tr><td><u>Code</u></td><td><u>Reason</u></td></tr><tr><td>A</td><td>Inadequate salary</td></tr><tr><td>B</td><td>Lack of opportunity for advancement</td></tr><tr><td>C</td><td>Dissatisfaction with supervisor</td></tr><tr><td>D</td><td>Dislike/unsuitability for assigned duties</td></tr><tr><td>E</td><td>Resignation in lieu of involuntary termination</td></tr><tr><td>F</td><td>Family/personal reasons</td></tr><tr><td>G</td><td>Return to continuing education</td></tr><tr><td>H</td><td>Relocation</td></tr><tr><td>I</td><td>Retirement</td></tr><tr><td>J</td><td>End of temporary assignment</td></tr><tr><td>K</td><td>Inadequate benefits</td></tr><tr><td>L</td><td>Stress on job</td></tr><tr><td>M</td><td>Other</td></tr><tr><td>Z</td><td>Not applicable/not a voluntary separation</td></tr></table>	<u>Code</u>	<u>Reason</u>	A	Inadequate salary	B	Lack of opportunity for advancement	C	Dissatisfaction with supervisor	D	Dislike/unsuitability for assigned duties	E	Resignation in lieu of involuntary termination	F	Family/personal reasons	G	Return to continuing education	H	Relocation	I	Retirement	J	End of temporary assignment	K	Inadequate benefits	L	Stress on job	M	Other	Z	Not applicable/not a voluntary separation
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2005-2006 CLASSROOM TEACHER EXIT INTERVIEW INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
9	85-85	1	A	Future Employment Plans The type and location of future employment accepted by the teacher. Accepted another teaching position: <u>Code</u> <u>Definition</u> A at a nonpublic school within the district B within another district in Florida C outside the State of Florida Accepted another position in the field of education: <u>Code</u> <u>Definition</u> D within the same district E within another district in Florida F outside the State of Florida Accepted a position other than teaching or the field of education: <u>Code</u> <u>Definition</u> G within the same county H within another county in Florida I outside the State of Florida Not applicable <u>Code</u> <u>Definition</u> Y teacher declines to disclose future plans Z teacher has not accepted employment elsewhere
10	86-160	75	A/N	Filler