

# State Reporting for Beginners

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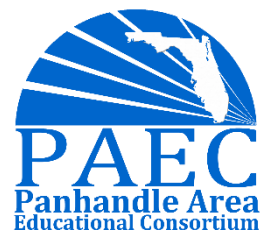
JUNE 13, 2023 | 1:00 PM - 1:45 PM ET

AARON NICELY

COQUINA F

# Agenda

- What is a Survey?
- Survey Membership Requirements
- Processing Timeline & Reports
- NWRDC
- Records for Audit



# What is a Survey?

# What is a Survey?

A Survey is the collection of one or more reporting formats transmitted to FLDOE at specified time periods throughout the year. Each reporting format consisting of several data elements defined in the state database manual.



# What makes surveys so important?

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- FTE Allocation
- FTE Bonus Funding
- Federal Funding
- Accountability/School Grades
- Grant Funding
- Data Used to Inform Legislature
- State Tracking/Dashboards
- And More!

# Data Elements

Data Element Number: **175425**

Data Element Name: **Student Name, Legal**

The student's last, first and middle name including appendage as follows:

17 characters Last Name

03 characters Appendage

12 characters First Name

10 characters Middle/Maiden Name or Initial

This is a fixed field.

Code	Definition/Example
	Not applicable for this element

**Length:** 42  
**Data Type:** Alphanumeric  
**Year Implemented:** 9495  
**State Standard:** No  
**Use Types:**  
 State Reporting: Yes  
 Local Accountability: Yes  
 FASTER: Yes  
 Migrant Tracking: Yes  
**Required Grades:** PK-12, Adult

**Programs Required:**

All Programs  
 Workforce Development

**Formats Required:**

Prior School Status / Student Attendance DB9 55x  
 Student Demographic Information DB9 13x  
 WDIS Student Demographic Information DB9 46x

**Surveys Required:**

Survey 8 Yes  
 Survey 1 Yes

Data Element Number: **175425**

Data Element Name: **Student Name, Legal**

Survey 2 Yes  
 Survey 3 Yes  
 Survey 4 Yes  
 Survey 5 Yes  
 Survey 6 Yes  
 Survey 9 Yes  
 Survey F Yes  
 Survey W Yes  
 Survey S Yes  
 Survey G Yes  
 Survey X Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2022 Formats Required  
 7/1/2022 Surveys Required  
 7/1/2015 Surveys Required  
 5/21/2012 Grades Required

Deleted McKay Prepayment Verification format – no longer required.  
 Deleted McKay survey periods – no longer required.  
 Survey 7 Removed from Required Surveys  
 Correction

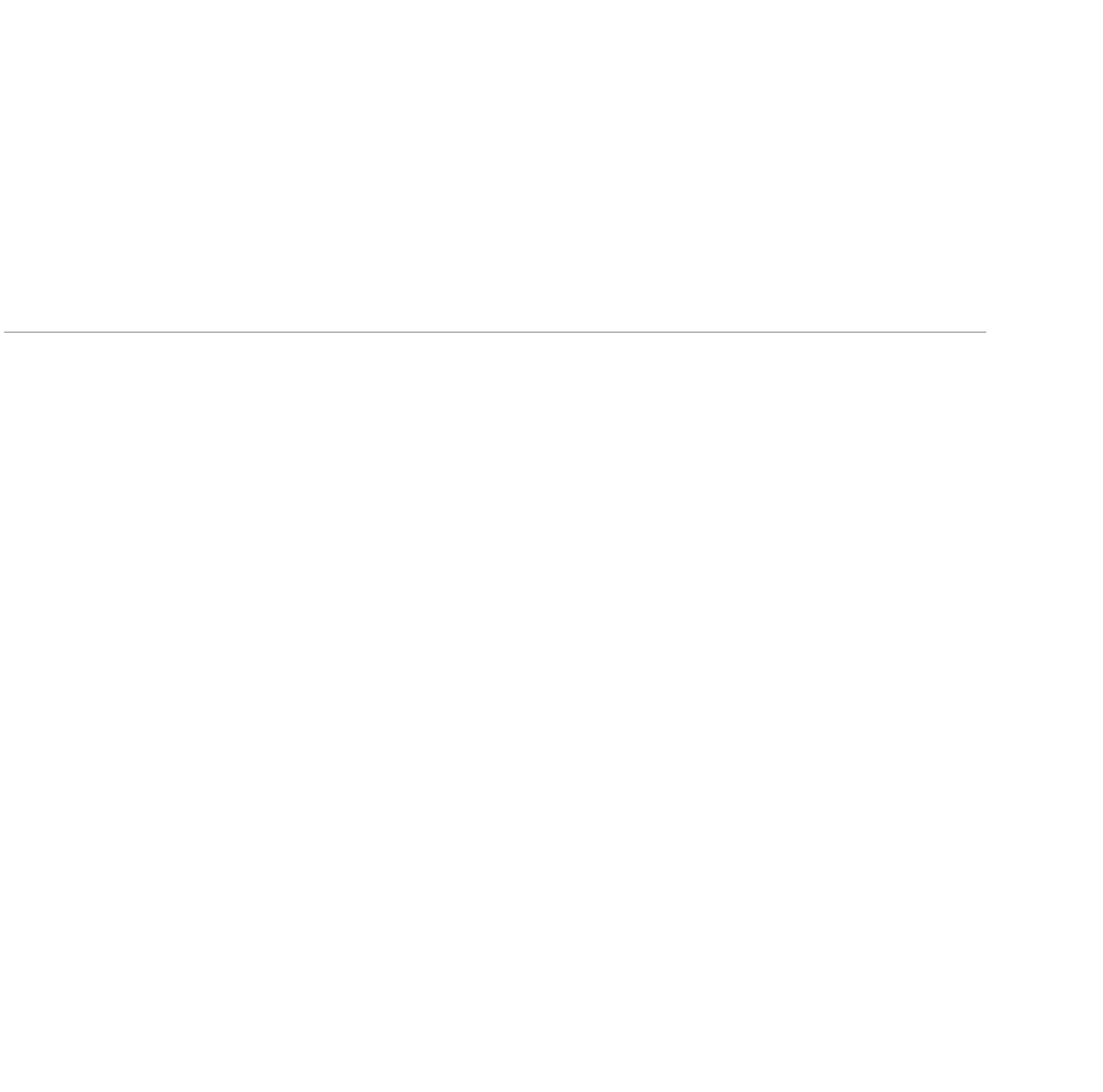
# Reporting Formats

Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	<a href="#">District Number, Current Instruction/Service *</a>
2	3-4	2	N/R	<a href="#">District Number, Current Enrollment</a>
3	5-8	4	A/N/R	<a href="#">School Number, Current Enrollment</a>
4	9-18	10	A/N	Filler
5	19-19	1	N	<a href="#">Survey Period Code *</a>
6	20-23	4	N	<a href="#">Year *</a>
7	24-33	10	A/N	Filler
8	34-75	42	A/N/L	<a href="#">Student Name, Legal</a>
9	76-77	2	A/N	<a href="#">District Number, Zoned School</a>
10	78-81	4	A/N	<a href="#">School Number, Zoned School</a>
11	82-82	1	A	<a href="#">Gender</a>
12	83-83	1	A	Filler
13	84-93	10	A/N	<a href="#">Student Number Identifier, Local</a>
14	94-96	3	A/N	Filler
15	97-98	2	A	<a href="#">English Language Learners, PK-12</a>
16	99-99	1	A/N	<a href="#">Resident Status, State/County</a>
17	100-101	2	A/N	<a href="#">Grade Level</a>
18	102-102	1	A/N	<a href="#">Student Characteristic, Agency Programs</a>

AUTOMATED STUDENT REPORTING FORMATS	DATA COLLECTION ACTIVITY NUMBER	SURVEY PERIOD								
		JUL 1	AUG 8	SEP 6	OCT 2	DEC 9	FEB 3	JUN 4	AUG 5	Monthly R
Student Demographic Information	DB9 13x	A	S	A	A	S	A	A	A	S
Student Course Schedule	DB9 14x	A			A		A	A		
Teacher Course	DB9 15x	A			A		A	A		
Exceptional Student	DB9 23x	S			S		S	S	S	
Federal/State Indicator Status	DB9 22x				A		A		A	
Student End of Year Status	DB9 17x								A	
Student Discipline/Resultant Action	DB9 19x				S		S		S	A
Career and Technical Education										
Student Course Schedule	DB9 16x								S	
Career and Technical Education										
Teacher Course	DB9 24x								S	
Federal/State Compensatory Project Evaluation	DB9 18x								S	
Dropout Prevention Program Data	DB9 11x								S	
English Language Learners Information	DB9 10x				S		S		S	
Student Course Transcript Information	DB9 39x								S	
School Environmental Safety Incident Report	DB9 42x				S		S		S	A
Prior School Status/Student Attendance	DB9 55x				A		A		A	
Student Transportation	DB9 56x	S			S		S	S		
Student Assessment	DB9 59x								S	
Student Additional Funding	DB9								S	
Industry Certification	DB9								S	

A = ALL STUDENTS      S = SELECTED STUDENTS      V = VOLUNTARY





# Survey Membership Requirements

11-Day Attendance Window  
(Student must be in attendance at least one day)

Survey Week  
(Students must be enrolled at least one day)

Friday Monday Tuesday Wednesday Thursday Friday

Monday Tuesday Wednesday Thursday Friday

Attendance window includes  
6 scheduled school days before state assigned Survey Week

Date  
Certain

# Survey Membership Requirements

# Processing Timeline

# Initial vs Batch

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The first submission of a format to the state database is an **initial submission**.

If the error rate of initial submission of a single format equals or exceeds 20%, no records in the file are loaded to the database. A new initial submission containing all records for the format must be resubmitted with corrections.

If fewer than 20% of the initial submission records in a data set for a reporting format contain errors, the records which were not rejected are loaded to the database.

After an initial submission is accepted, subsequent **batch updates** can be made to:

Transaction Code	Explanation
A	Add a record
C	Change a record
D	Delete a record





# Processing Reports from FLDOE

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Every time you send an initial or batch, FLDOE automatically generates:

- Edit Listing Report – Explanation of each reject rule and the applicable record that was rejected.
- Records in Error – Just the records that did not pass the reject rule edits.
- Duplicate Report (Initial Only) – List of records that are duplicated based on key fields.

STUDENT DEMOGRAPHIC BATCH UPDATE ERRORS

DISTRICT: 20 GADSDEN

YEAR: 22-23

SURVEY: 3

DISTRICT ENRL: 20 GADSDEN

SCHOOL ENRL: 0052 WEST GADSDEN MIDDLE SCHOOL

REJECTS:

- \*01 - DISTRICT OF INSTRUCTION MUST BE 20.
- \*02 - DISTRICT OF ENROLLMENT MUST BE A NUMBER IN THE RANGE OF 01-68 OR 71-75 OR 80.
- \*03 - IF SURVEY = 1-4 OR 9, SCHL ENRL MUST BE NUMERIC (0001-9899, 9992, 9993, 9997, EXCLUDING 9001) OR N998, N999.  
IF SURVEY = 5, SCHL ENRL MUST BE NUMERIC (0001-9899, 9992, 9993, 9995, 9997, EXCLUDING 9001) OR N998, N999.  
IF SURVEY = 6 OR 8, SCHL ENRL MUST BE NUMERIC (0001-9899, EXCLUDING 3900, 9001).
- \*05 - SURVEY PERIOD MUST BE 3.
- \*06 - FISCAL YEAR MUST BE 2223.
- \*08 - TRANSACTION CODE MUST BE A, C, OR D.  
- ADD REJECTED - RECORD ALREADY ON DATABASE.  
- CHANGE REJECTED - RECORD NOT FOUND.  
- DELETE REJECTED - RECORD NOT FOUND.
- \*10 - STUDENT LOCAL ID MAY BE ANY COMBINATION OF LETTERS, NUMBERS, AND BLANKS. ALL BLANKS ARE ALLOWED. IT MUST BE LEFT-JUSTIFIED.
- \*11 - IF SURVEY IS 5 OR 9, INSTITUTION NUMBER, NEGLECTED/DELINQUENT (FIRST); INST., NEG./DEL. (SECOND); AND INST., NEG./DEL. (THIRD) MUST BE NUMERIC IN THE RANGE 0000 TO 9899 OR MUST BE A DISTRICT-ASSIGNED 3 DIGIT NUMBER PRECEDED BY AN A.  
IF SURVEY IS NOT 5 OR 9, THEN ALL INST., NEG./DEL. MUST BE 0000.
- \*12 - IF ANY INST., NEG/DEL IS NOT 0000, THEN IT MUST BE A VALID INSTITUTION FOR NEGLECTED/DELINQUENT CHILDREN IN THE DIST ENRL.
- \*13 - IF INST., NEG./DEL. (FIRST) IS 0000, THEN INST, NEG./DEL. (SECOND) MUST ALSO BE 0000. IF INST., NEG./DEL. (FIRST) OR (SECOND) IS 0000, INST, NEG./DEL. (THIRD) MUST ALSO BE 0000.
- \*14 - IF SURVEY = 2 OR 3 AND GRADE = 30 OR 31, THEN SCHL ENRL MUST BE 9997.
- \*15 - IF MIGRANT TERM IS B, D, E, S, T, U, V, W, OR X, BIRTHDATE MUST BE 09/02/2000 THROUGH 08/31/2023.
- \*16 - IF SURVEY = 1, 4, 5, OR 9, THEN DISTRICT NUMBER, ZONED SCHOOL MUST BE FILLED WITH ZEROES.  
IF SURVEY = 2 OR 3, THEN DISTRICT NUMBER, ZONED SCHOOL MUST BE 00-67.
- \*17 - IF SURVEY = 1, 4, 5, OR 9, THEN SCHOOL NUMBER, ZONED SCHOOL MUST BE FILLED WITH ZEROES.  
IF SURVEY = 2 OR 3, DIST INST NOT = 71, GRADE = KG-12, AND SCHL ENRL: = 0001-9899 BUT NOT 3900,7001,7004,7006,7023;  
SCHL FUNCTION SETTING NOT = D; CHARTER SCHL STATUS = Z; ACCOUNTABILITY ESE CENTER IS Y OR PRIMARY SERVICE TYPE IS B; AND NEGLECTED, DELINQUENT STATUS IS NOT D OR N; THEN THE SCHOOL NUMBER, ZONED SCHOOL MUST BE ACTIVE FOR THE DISTRICT<sub>15</sub> NUMBER, ZONED SCHOOL, EXCEPT DIST INST = 68 OR DIST ENRL = 68 CAN ALSO BE ZEROES. ANY OTHER SCHL ENRL CAN ALSO REPORT ZEROES.

FILE: 60.780  
COMPILE DATE: 10/13/22  
COMPILE TIME: 15.35.55

FLORIDA DEPARTMENT OF EDUCATION  
PUBLIC SCHOOLS DATA BASE  
STUDENT DEMOGRAPHIC BATCH UPDATE ERRORS

PAGE 3  
RUN DATE: 02/21/23  
RUN TIME: 16:07:16

DISTRICT: 20 GADSDEN      YEAR: 22-23      SURVEY: 3      DISTRICT ENRL: 20 GADSDEN      SCHOOL ENRL: 0052 WEST GADSDEN MIDDLE SCHOOL

DIST	SCHL	YEAR	S	FLEID	NAME: ...LAST.....APP.FIRST.....MIDDLE....	BIRTH DT	GEN	MIG	ADDL	ELL	CNTRY	HOME	SVY/	RES	LNCH	T				
IN	EN	ENRL	V	Y (LOCAL ID)	RES INST NEG DELIN DI SCHL	GRAD ..NEW RACES..	TRM	YR	/LANGUAGE	QUAL	ARRV	/DATE	ENT	R						
					GR CTY CHAR 1ST..2ND..3RD ZONED	OPT	ETH	I	A	B	P	W	/PRI	READ	NAT	PRI	DATE	US	SCHL	N
20	20	0052	2223	3	FL999999999999 SMITH	JOHN														
					(9999999999) 07 20 Z 0000 0000 0000 00 0000	Z	Y	N	N	N	N	Y	000000000	SP	SP	00000000	08172015			A

TOTALS FOR 0052 WEST GADSDEN MIDDLE SCHOOL

RECORDS READ:	1
RECORDS ADDED:	0
RECORDS CHANGED:	0
RECORDS DELETED:	0
REJECT ERRORS:	1

REJECT ERRORS:

EDIT	ERROR
#	CNT
08	1



# Reports for Request

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- Validation Reports – Like edit report but run for records between more than one record or more than one format. Can indicate data that will be excluded from final reports or even FTE funding.
- Exception Reports - Show records with data that look suspicious, do not reflect what is expected. However, because of "exceptions to the general rule" the records may not be in error. The exception report is a way of flagging records that should be reviewed by the district and corrected if they are in error.
- Tons of other Reports



# Example Student Survey 2, 2023

Underlined are processing dates

## October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
Survey Week						
15	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	21
	Processing begins				Due Date	
22	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	28
29	<u>30</u>	<u>31</u>				

## November

S	M	T	W	T	F	S
			<u>1</u>	<u>2</u>	<u>3</u>	4
					Processing ends	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<u>20</u>	21	<u>22</u>	23	<u>24</u>	25
	Amendment Window Opens*					
26	<u>27</u>	28	<u>29</u>	30		

## December

S	M	T	W	T	F	S
					<u>1</u>	2
3	<u>4</u>	5	<u>6</u>	7	<u>8</u>	9
10	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	16
					Amendment Window Closes	
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

\*Amendment window opening date is variable

# Local District Procedures

Your district should have procedures in place to validate data before submission to FLDOE. Many SIS systems have built in tools that run the same edits/validations that FLDOE uses.

Additionally, districts should have policies and procedures in place for retaining appropriate records for an FEFP auditor. (more on this later)

NWRDC





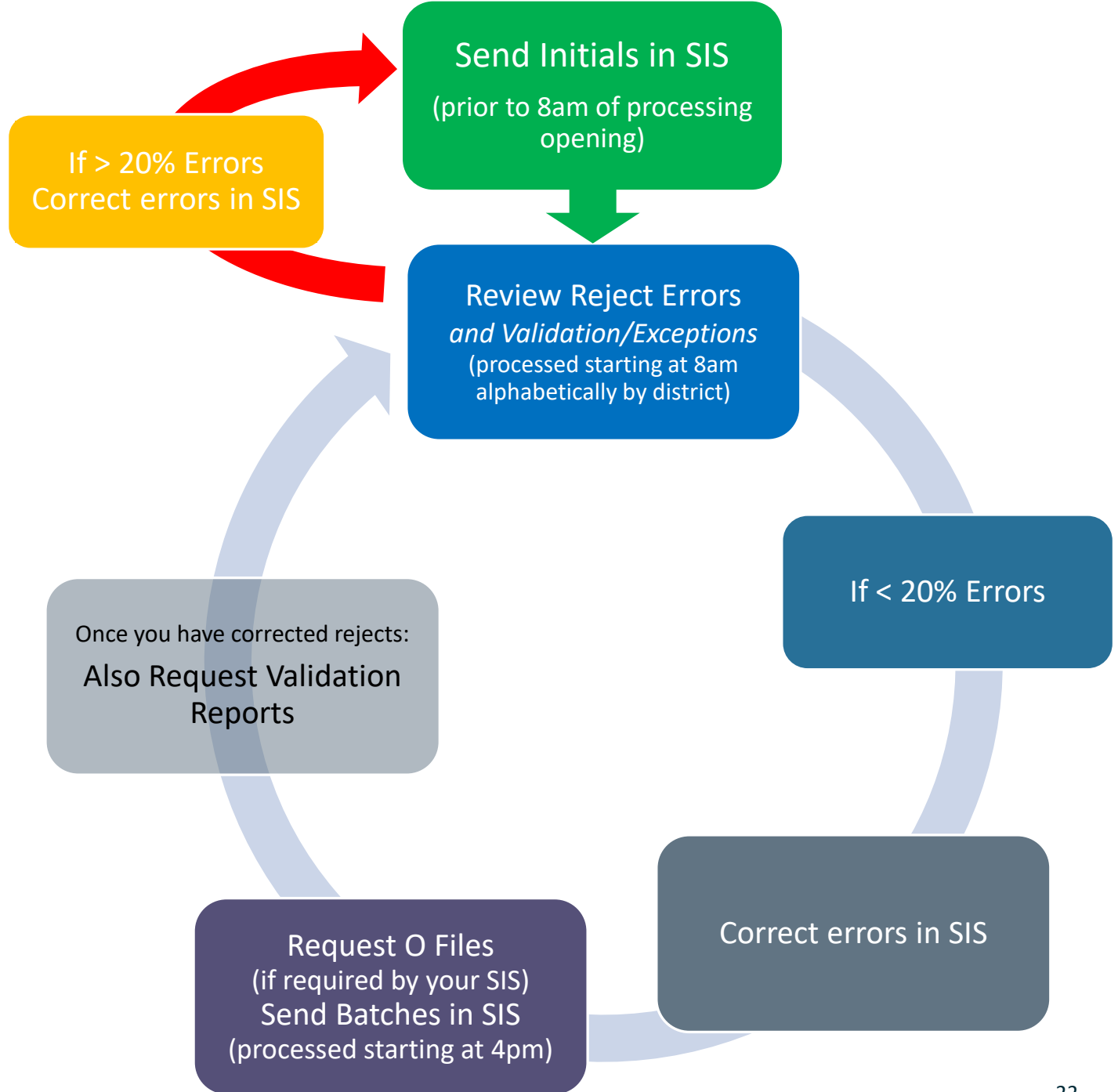
# NWRDC – What is it?

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Northwest Regional Data Center (NWRDC) is FLDOE's mainframe database system.

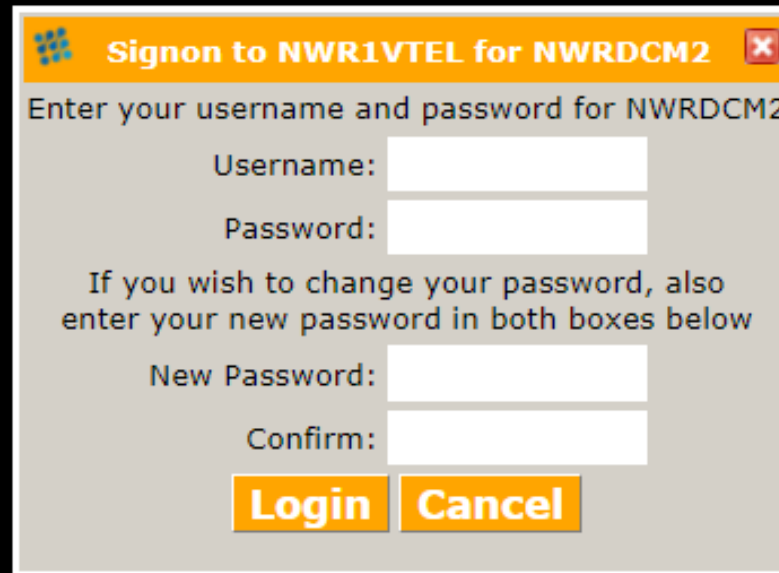
Districts are required to use NWRDC for K12 Student Production submissions.

# NWRDC Process Overview



[https://nwrdc.fsu.edu  
:41002/w2h/  
WEB2AJAX.htm  
+NWRDCM2](https://nwrdc.fsu.edu:41002/w2h/WEB2AJAX.htm+NWRDCM2)

First you will need to log into NWRDC with your NWR username and password. Type 2 and press enter. Type MM## (## stands for District Number) and press enter



Signon to NWR1VTEL for NWRDCM2

Enter your username and password for NWRDCM2

Username:

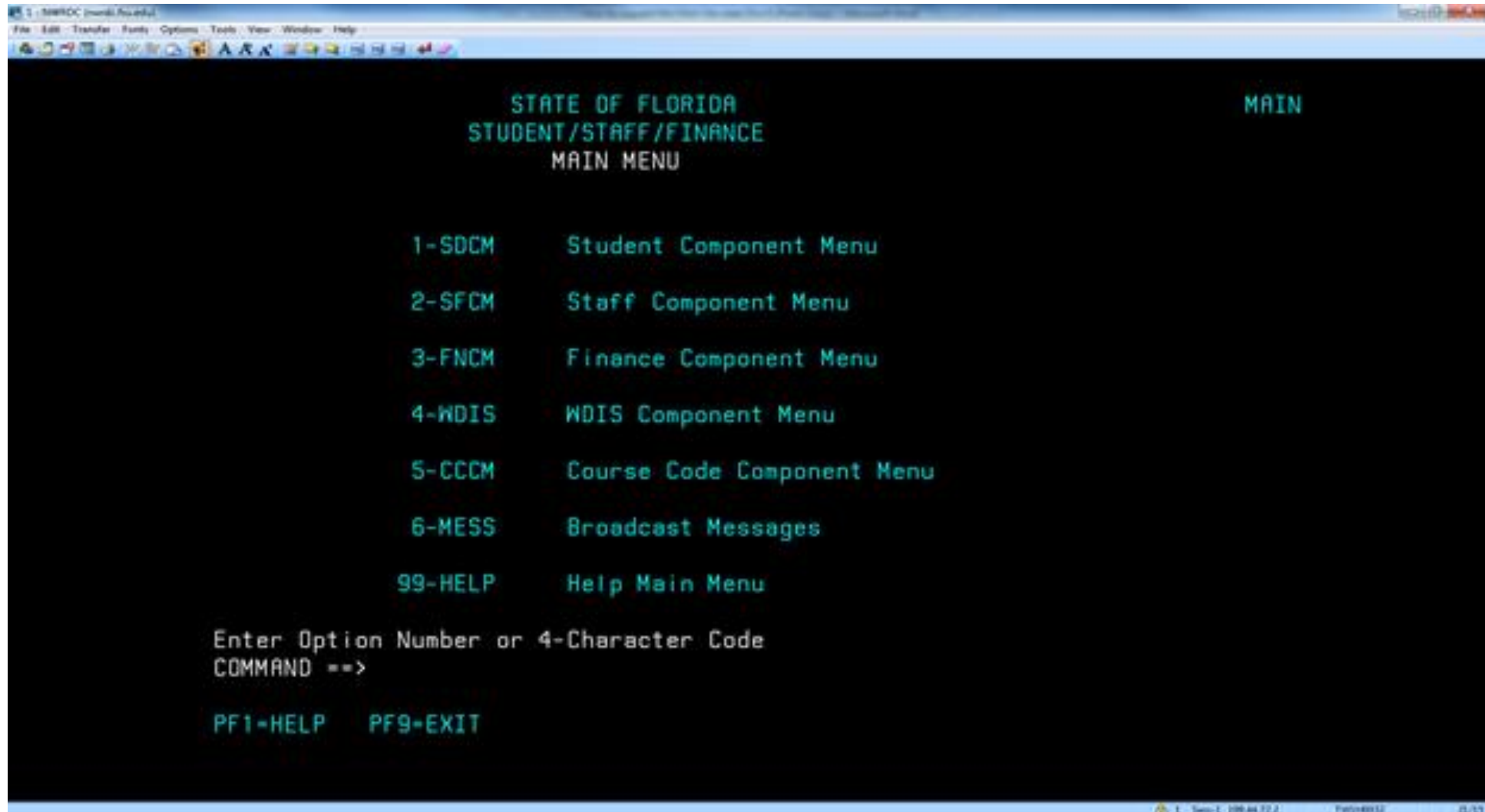
Password:

If you wish to change your password, also enter your new password in both boxes below

New Password:

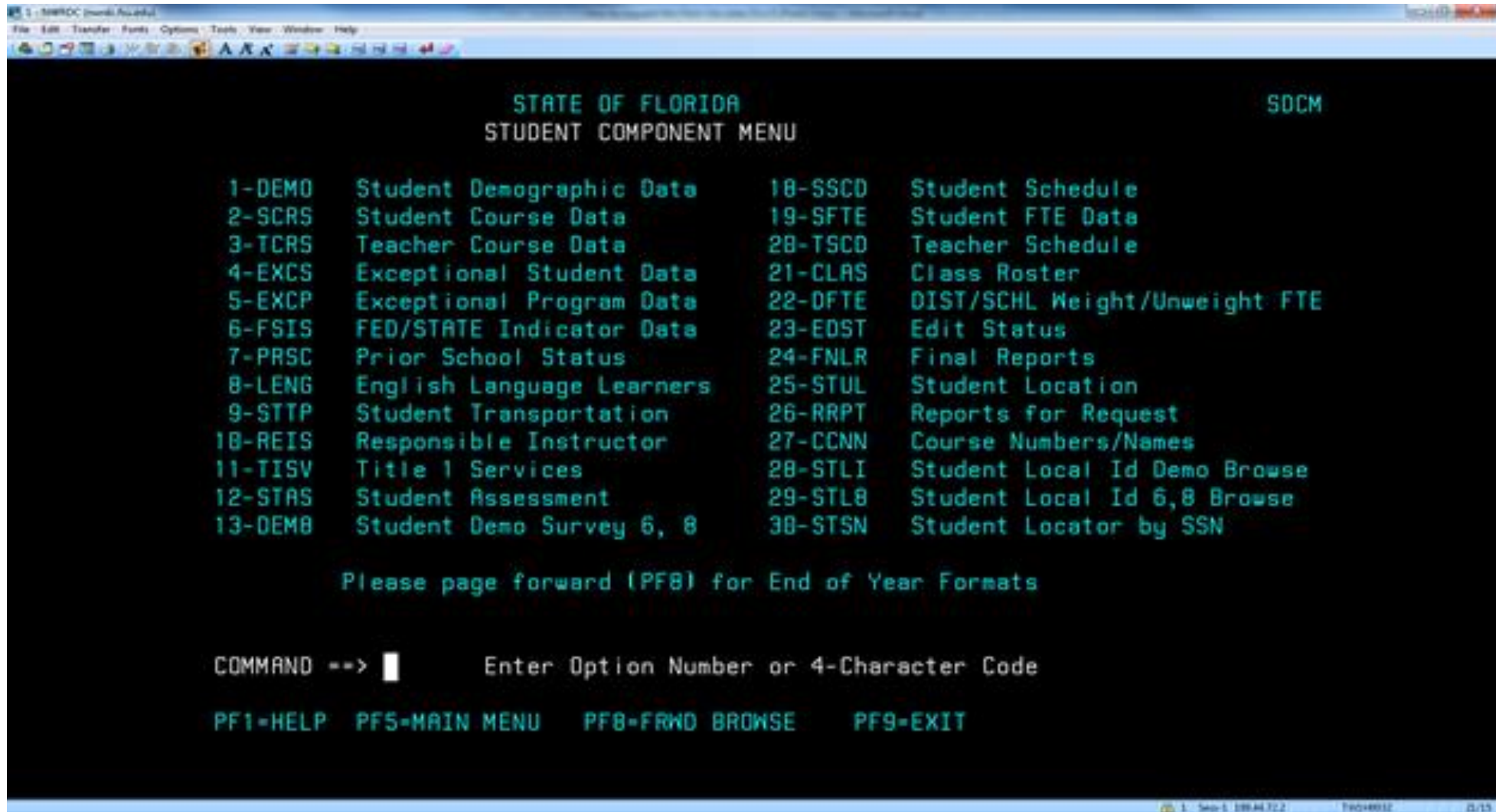
Confirm:

**Login** **Cancel**

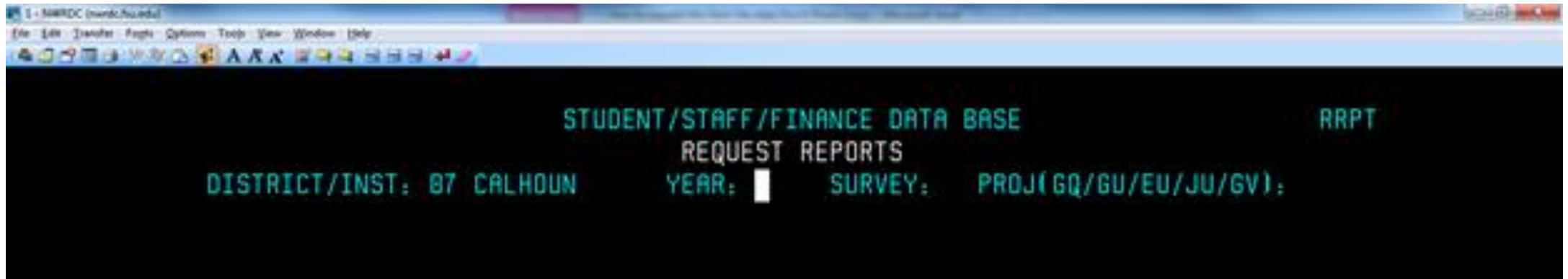


Type 1 to select the **Student Component** Menu and press enter





Type 26 to select the **Reports for Request** menu and press enter



**Year** - Use the YYZZ format

**Survey** – For example 2, 3, S, W etc.

**Project** - use GQ for the K12 surveys and JU for WDIS surveys.

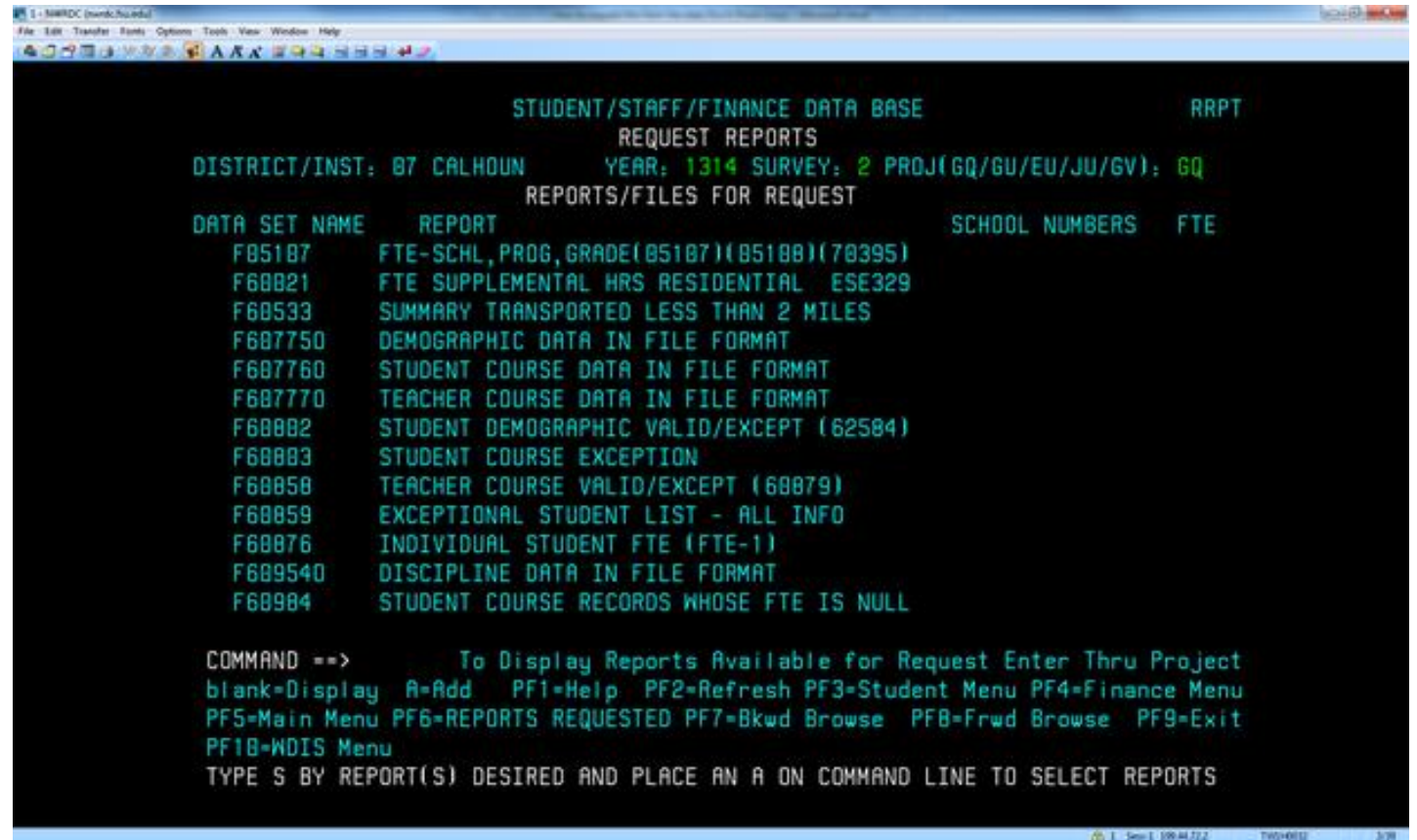
Then press enter.

You will then see a list of files appear. Enter an **S** next to each file to request it. Files that end in **DATA IN FILE FORMAT** are the O-Files, and those that end in **VALID/EXCEPT** or **EXCEPTION** are the validation and exception reports.

Then at the bottom of the page enter **A** into the command area, press enter.

Next, press the F8 key to scroll to the next page of reports and continue entering an **S** next to each file and an **A** in the command area. Continue this until you have gone through all the file screens.

To see all the files that have been requested select the F6 key.



```
S:\NMRDC (nmdc\users)
File Edit Transfer Books Options Tools View Window Help

                STUDENT/STAFF/FINANCE DATA BASE                RRPT
                REQUEST REPORTS
DISTRICT/INST: 07 CALHOUN      YEAR: 1314 SURVEY: 2 PROJ(GQ/GU/EU/JU/GV): GQ
                REPORTS/FILES FOR REQUEST

DATA SET NAME   REPORT                                SCHOOL NUMBERS   FTE
F85187          FTE-SCHL,PRG,GRADE(05187)(05188)(70395)
F68821          FTE SUPPLEMENTAL HRS RESIDENTIAL ESE329
F68593          SUMMARY TRANSPORTED LESS THAN 2 MILES
F687750         DEMOGRAPHIC DATA IN FILE FORMAT
F687760         STUDENT COURSE DATA IN FILE FORMAT
F687770         TEACHER COURSE DATA IN FILE FORMAT
F68882          STUDENT DEMOGRAPHIC VALID/EXCEPT (62584)
F68883          STUDENT COURSE EXCEPTION
F68858          TEACHER COURSE VALID/EXCEPT (68879)
F68859          EXCEPTIONAL STUDENT LIST - ALL INFO
F68876          INDIVIDUAL STUDENT FTE (FTE-1)
F689540        DISCIPLINE DATA IN FILE FORMAT
F68984          STUDENT COURSE RECORDS WHOSE FTE IS NULL

COMMAND ==>      To Display Reports Available for Request Enter Thru Project
blank=Display  A=Add  PF1=Help  PF2=Refresh  PF3=Student Menu  PF4=Finance Menu
PF5=Main Menu  PF6=REPORTS REQUESTED  PF7=Bkwd Browse  PF8=Frwd Browse  PF9=Exit
PF10=WDIS Menu
TYPE S BY REPORT(S) DESIRED AND PLACE AN A ON COMMAND LINE TO SELECT REPORTS
```

# Records for Audit

# District Level Records

- District Full-Time Equivalent (FTE) reporting policies and procedures
- Reports that document the reported number of FTE students for schools and individual students - One district used report F60876 Individual Student FTE. The principal at each school site is required to review, sign, and submit to the district that the report is correct.
- District calendar for all sessions, including beginning and ending dates and district holidays
- List each type of school showing the beginning and ending times for the school day
- School board minutes and a chronological listing of the school board members during our examination period
- Teacher employment policies, Teacher master schedule(s) and teacher personnel files
- Teacher certification
  - Certification per course(s) taught
  - Out of Field documentation and Board Approval
  - Parental Notification of Out-of-field
  - ESOL hours/endorsement for classes taught to ELL students
- Specific procedures for handling student transfers - Some districts have this in the student handbooks and a board policy
- Exceptional education procedures (i.e. the SP&P), District's ELL Student Plan, and associated Student Plan approval letters from DOE, if appropriate

# School Level Records

- **Automated and source attendance records** - *This is very important; this is one of the most common finding from the auditor for teachers not completing their attendance. District/Schools should keep a copy of all of the signed attendance verification sheets for each survey period.*
- **Bell schedules**, and for elementary schools, school handbook for that year describing the instructional day; and, if applicable, any unique calendars associated with the particular school being examined
  - *The other most common finding from the auditor is the bell schedule not matching the Class Weekly Minutes reported on the student schedule. Some districts have created an FTE bell schedule at each school site to be handed to auditors to prevent issues.*
- Current ESE IEP(s) and Matrix documentation
- ELL students in English for Speakers of Other Languages (ESOL) Programs - ELL plans and dates with schedules attached
- On-the-job training (OJT):
  - NAF Internship Program Responsibilities Form
  - Cooperative Education – Student Training Agreement
  - Cooperative Education – Student Training Plan Worksheet
  - Cooperative Education Grade Sheet/Student Rating Form
  - Student Attendance/ OJT Timesheet
  - Cooperative Education – Employment Contact Form

# Transportation Records

- Transportation policies and procedures
- Bus drivers' rosters, summaries of bus drivers' rosters, and related records that support the student ridership figures reported to DOE
- School bus routes, maps, and schedules; hazardous walking conditions reports; and supporting documentation
- A list, preferably in an excel format, that can be sent via FTP to the auditor, showing the home addresses of all students as of date certain for all surveys where student transportation was reported
- Documentation to support Days In Term (DIT)
- Contracts between district and charter schools regarding transportation
- Contracts between district and neighboring county regarding student transportation
- IEPs supporting students reporting in the Weighted Ridership Category (L)
- IEPs supporting students reported in category M
- Documentation to support the students eligible for the Teenage Parents and Infants Ridership Category



# Important Resources

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- FLDOE PK-12 Database Manuals Page:  
<http://fldoe.org/accountability/data-sys/database-manuals-updates/>
- FTE General Instructions:  
<http://fldoe.org/finance/fl-edu-finance-program-fefp/fte-info/index>
- NWRDC Web Application:  
<https://nwrdc.fsu.edu:41002/w2h/WEB2AJAX.htm+NWRDCM2>
- DQ2 DQ2 <https://dq2.fldoe.org/>
- FLDOE SSO  
<https://portal.fldoesso.org/PORTAL/Sign-on/SSO-Home.aspx/>



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# Questions?

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