

State Reporting Foundations

JUNE 11, 2024 | 10:45-11:30AM

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COQUINA A & B

Agenda

- Components of a Survey
- Processing Timeline & Reports
- NWRDC (Student Survey System)
- Q & A



Components of 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?

- 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	District Number, Current Instruction/Service *
2	3-4	2	N/R	District Number, Current Enrollment
3	5-8	4	A/N/R	School Number, Current Enrollment
4	9-18	10	A/N	Filler
5	19-19	1	N	Survey Period Code *
6	20-23	4	N	Year *
7	24-33	10	A/N	Filler
8	34-75	42	A/N/L	Student Name, Legal
9	76-77	2	A/N	District Number, Zoned School
10	78-81	4	A/N	School Number, Zoned School
11	82-82	1	A	Gender
12	83-83	1	A	Filler
13	84-93	10	A/N	Student Number Identifier, Local
14	94-96	3	A/N	Filler
15	97-98	2	A	English Language Learners, PK-12
16	99-99	1	A/N	Resident Status, State/County
17	100-101	2	A/N	Grade Level
18	102-102	1	A/N	Student Characteristic, Agency Programs

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 Periods

Survey 1

- August
- July Summer School FTE Survey

Survey 6

- September
- Student projections and legislative budget decisions

Survey M

- September
- Personnel Emails

Survey 2

- October
- Fall Semester FTE Survey

Survey 9

- December
- Students in Neg/Del facilities, not applicable for all

Survey 3

- February
- Spring Semester FTE Survey

Survey N

- February
- Personnel Emails

Survey 4

- June
- Virtual FTE & June Summer School FTE Survey

Survey 5

- August
- Final year-end data, industry certs, bonus and add-on FTE

Survey R

- Monthly
- Discipline

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

State List of Survey Dates

SURVEY DATES 2023-2024

STUDENT, PK-12

Survey 1:

Survey Week July 10-14, 2023

Due Date: July 28, 2023

State Processing: July 24 – September 8, 2023

Final Update/Amendment Date: September 30, 2023

This is to establish membership

This is to establish reporting timeline

Survey 6:

Survey Dates: August 18 and September 1, 2023

Due Dates: August 18 and September 1, 2023

State Processing: August 18 - September 8, 2023

Survey 2:

Survey Week: October 9-13, 2023

Due Date: October 20, 2023

State Processing: October 16 – November 3, 2023

Final Update/Amendment Date: December 15, 2023

Survey 3:

Survey Week: February 5-9, 2024

Due Date: February 16, 2024

State Processing: February 12 - March 1, 2024

Final Update/Amendment Date: April 15, 2024

Survey 4:

Survey Week: June 10-14, 2024

Due Date: June 28, 2024

State Processing: June 17 – July 5, 2024

Final Update/Amendment Date: August 15, 2024

Processing Timeline & Reports

Initial vs Batch

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

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

- **Edit Listing** – Explanation of each reject rule and the applicable record that was rejected.
- **Records in Error** – Just a copy of 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 DISTRICT₁₅ 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:...	APP.FIRST...	MIDDLE...	BIRTH DT	GEN	MIG	ADDL	ELL	CNTRY	HOME	SVY/	RES	LNCH	T								
IN	EN	ENRL	V		RES	INST	NEG	DELIN	DI	SCHL	GRAD	..NEW	RACES..	TRM	YR	/LANGUAGE	QUAL	ARRV	/DATE	ENT	R					
			Y	(LOCAL ID)	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			12252000	M	Z	Z			LY	MX	10052010	3	C	A	
					(9999999999)	07	20	Z	0000	0000	0000	00	0000	Z	Y	N	N	N	Y	000000000	SP	SP	00000000	08172015		*08

TOTALS FOR 0052 WEST GADSDEN MIDDLE SCHOOL

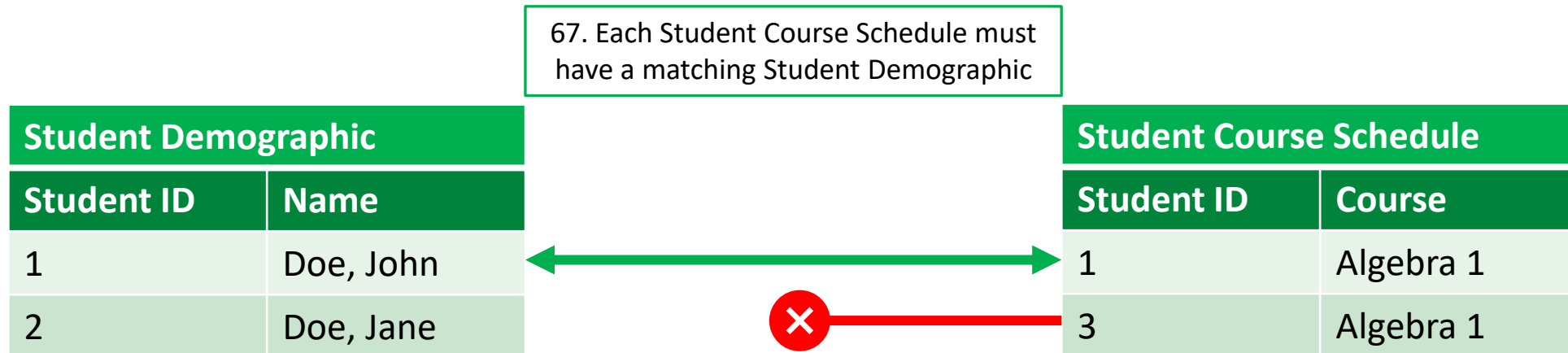
RECORDS READ:	1
RECORDS ADDED:	0
RECORDS CHANGED:	0
RECORDS DELETED:	0
REJECT ERRORS:	1

REJECT ERRORS:

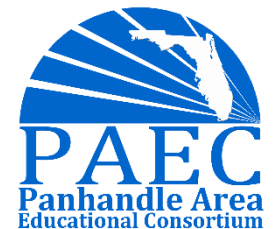
EDIT	ERROR
#	CNT
08	1

Reports for Request

- **Validation Reports** – Like edit report but run for records across multiple formats or for multiple records in one format. Can indicate data that will be excluded from the final database and reports and may NULL 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.



Additional Reports (Available Each Survey)

There are other reports we have not covered:

- **Reports for Request Besides the Validation/Exception reports**
- Some of these are redundant to the validation reports that show you things like student course without a demo.
- **FTE Reports – two types:**
 - 1. Reports you can request
 - 2. Reports FLDOE runs and emails you to let you know they are available

APPENDIX R

Student Survey Checklists PK-12 Student Survey 1 (Continued)

Reports Listing Records with Certain Errors That Will Cause FTE to be Nulled:

- ___F62643 – Student Course Records with no Matching Demographic Record
- ___F62644 – Student Course Records with no Matching Teacher Course Record
- ___F62645 – Student Course Records with no Matching Exceptional Student Record
- ___F70611 – Student with FEFP 130 and ELL not LY/LP

FTE Reports Helpful for Reviewing Data Submitted:

- ___F05107 – FTE by School, Program and Grade (F05108) (F70395)
- ___F60876 – Individual Student FTE (FTE-1)
- ___F62221 – UFTE/WFTE School Totals
- ___F62222 – UFTE/WFTE District Totals
- ___F62792 – Pre-K School Readiness FTE
- ___F71346 – Individual Student Statewide FTE Based on Student Identifier
- ___F71371 – Individual Student Statewide FTE Based on Student Demographic Information

NOTE: Reports F71346 and F71371 are run by DOE and provided to districts.

Prorated FTE Reports:

- ___F71344 – Prorated FTE by School, Program, Grade
- ___F71345 – Prorated FTE by District, School, Program
- ___F71347 – Reported and Recalibrated FTE Individual Student FTE (Includes All Districts of Instruction)
- ___F71372 – Reported and Recalibrated Individual Student Statewide FTE (Based on Student Identifier)
- ___F71373 – Reported and Recalibrated Individual Student Statewide FTE (Based on Student Demographic)
- ___F71389 – Reported and Recalibrated Individual Student Statewide FTE of DJJ Students

NOTE: Prorated and Recalibrated FTE Reports are run by DOE and provided to the districts

Supplemental Reports (Available All the Time)

These are primarily reference files, like appendices but typically used by your local data system.

They do not have to be requested.

APPENDIX N

Supplemental Files at NWRDC

Notes:

yyyy = Fiscal Year

= District Number

Layouts are located in DPS.DISTRICT.FORMAT

<u>Dataset Name</u>	<u>Description</u>	<u>LRECL</u>
DPS.DISTRICT.G4.F25031.Yyyy* *Available for fiscal years 93-94 to current	Master School ID File	891
DPS.DISTRICT.GH.F70119.Yyyy* *Available for fiscal years 99-00 to current	Private School ID File	50
DPS.DISTRICT.K9.F62806.Yyyy* *Available for fiscal years 95-96 to current	Course Code Directory (datafile)	700
DPS.DISTRICT.K9.CCD.Yyyy* *Available for fiscal years 94-95 to current	Course Code Directory (printable)	133
DPS.DISTRICT.K9.F61707.Yyyy* *Available for fiscal years 96-97 to current	Subject Code Name File	80
DPS.DISTRICT.K9.F62059.Yyyy* *Available for fiscal years 95-96 to current	Special Certification Coverage File	2688
DPS.DISTRICT.K9.F70743.Yyyy* *Available for fiscal years 0607 to current	Crosswalk File/Subject Area Codes to Instructional Levels	90
DPS.DISTRICT.GU.F62056.Yyyy* *Available for fiscal years 92-93 to current	Job Codes and Titles	121
DPS.DISTRICT.GQ.F61730.Yyyy* *Available for fiscal years 93-94 to current	Vocational Programs and Occupational Program Codes	280

Example Student Survey 2, 2024

October

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

November

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

December

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

*Amendment window opening date is variable
Underlined are processing dates

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.

NWRDC

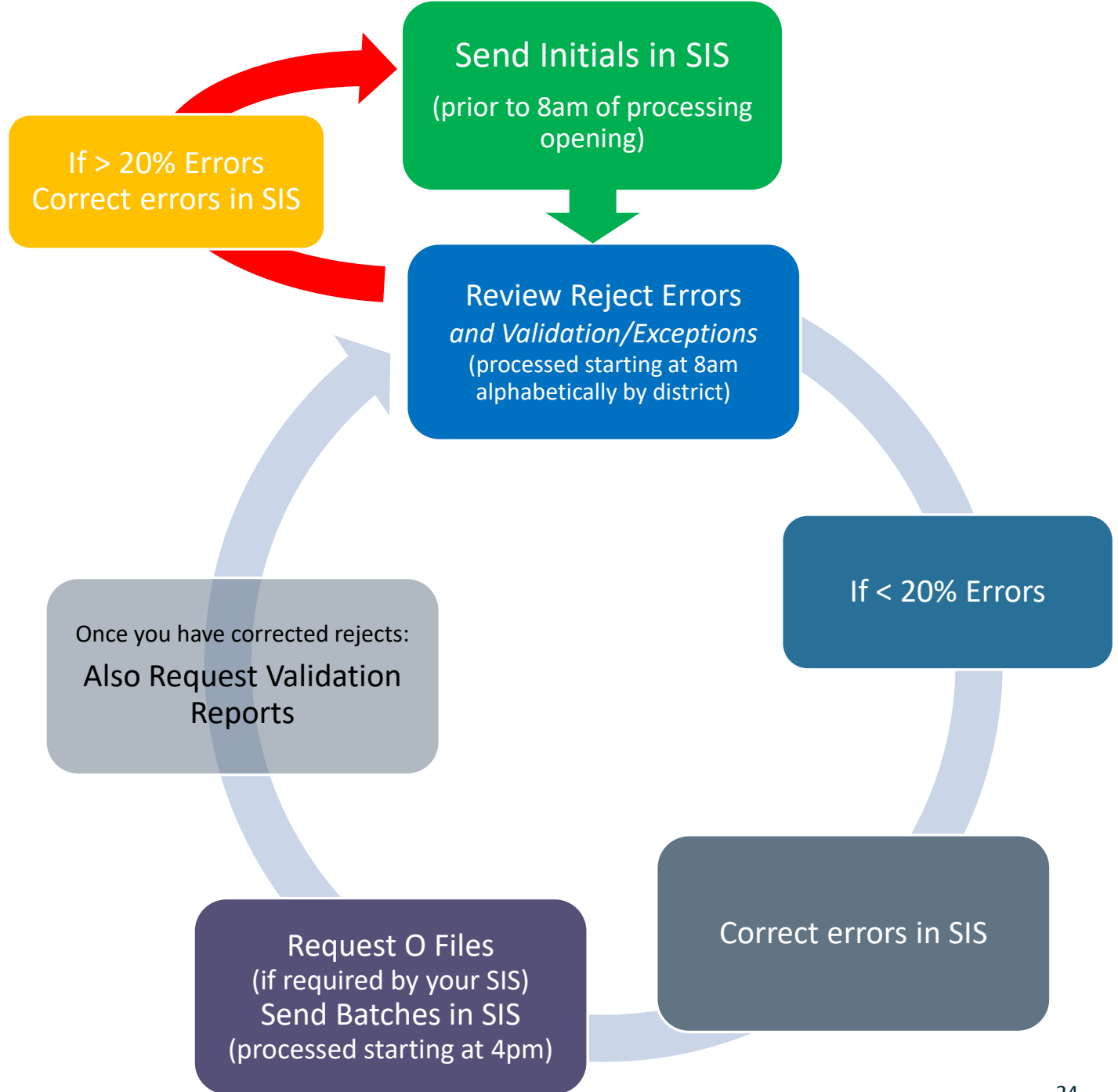


NWRDC – What is it?

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:

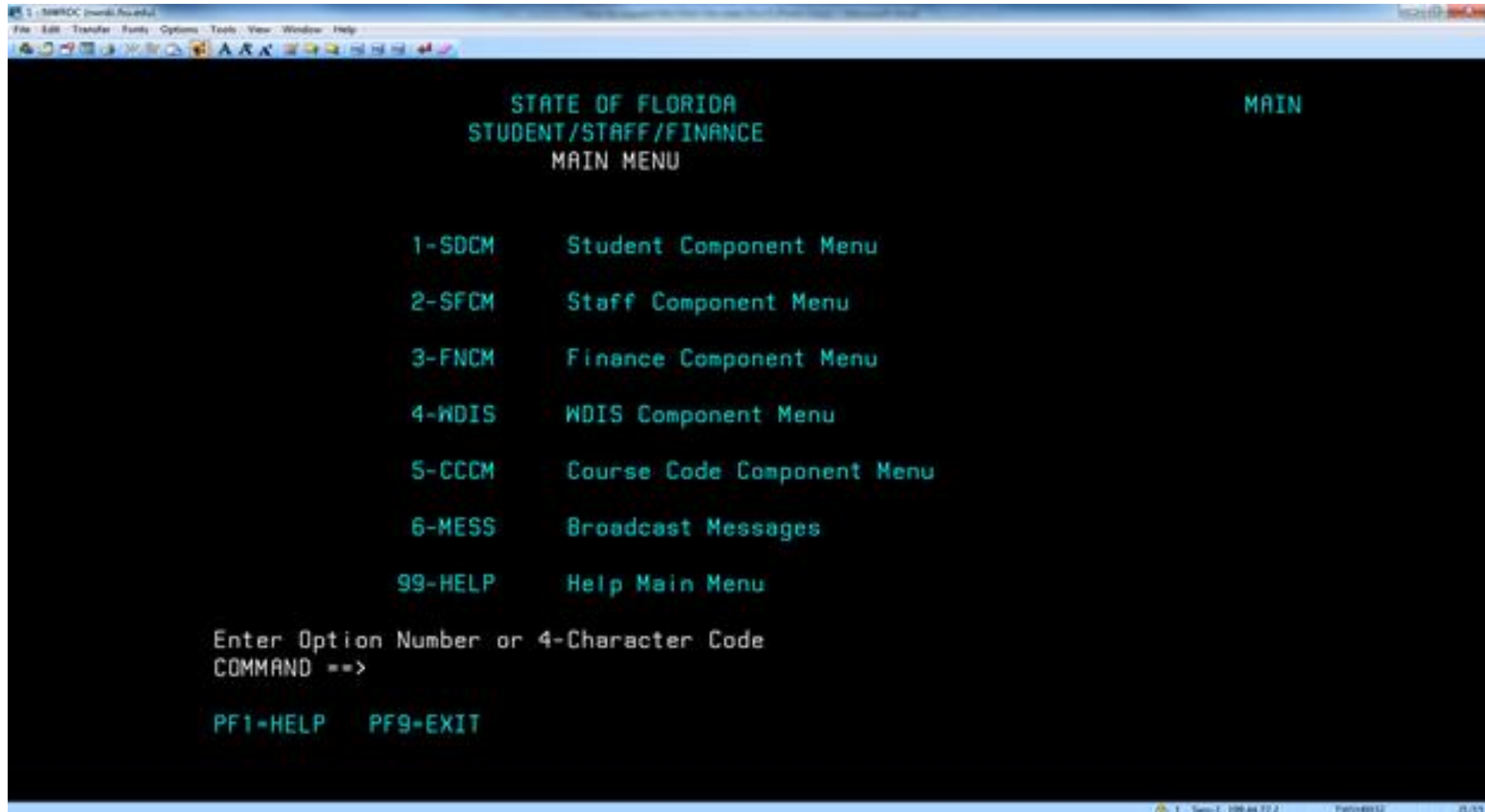
Password:

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

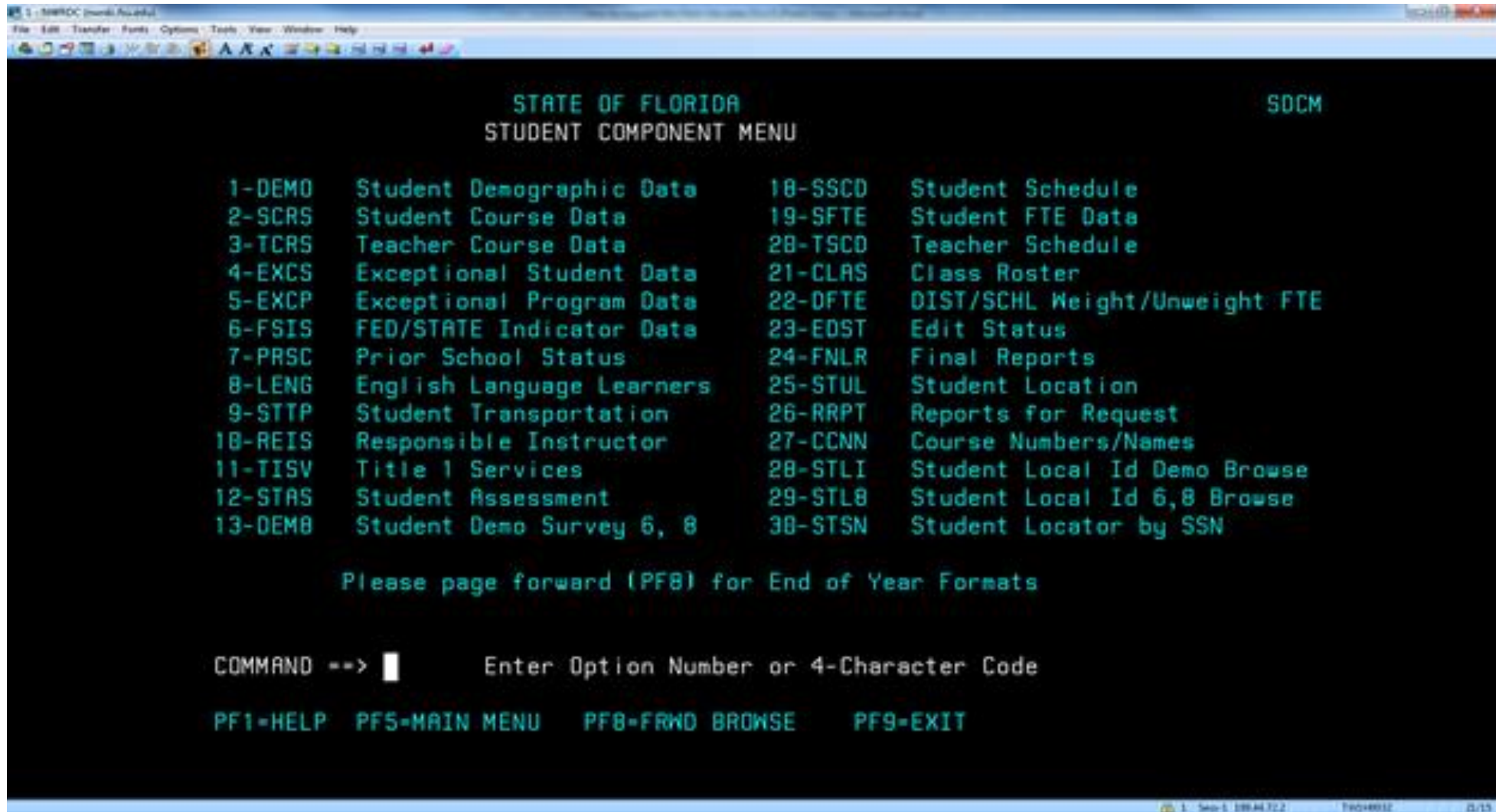
New Password:

Confirm:

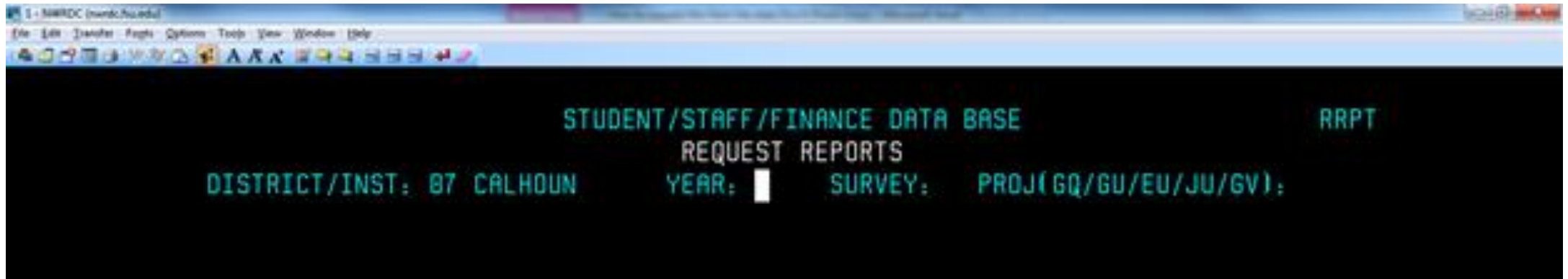
Login **Cancel**



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.

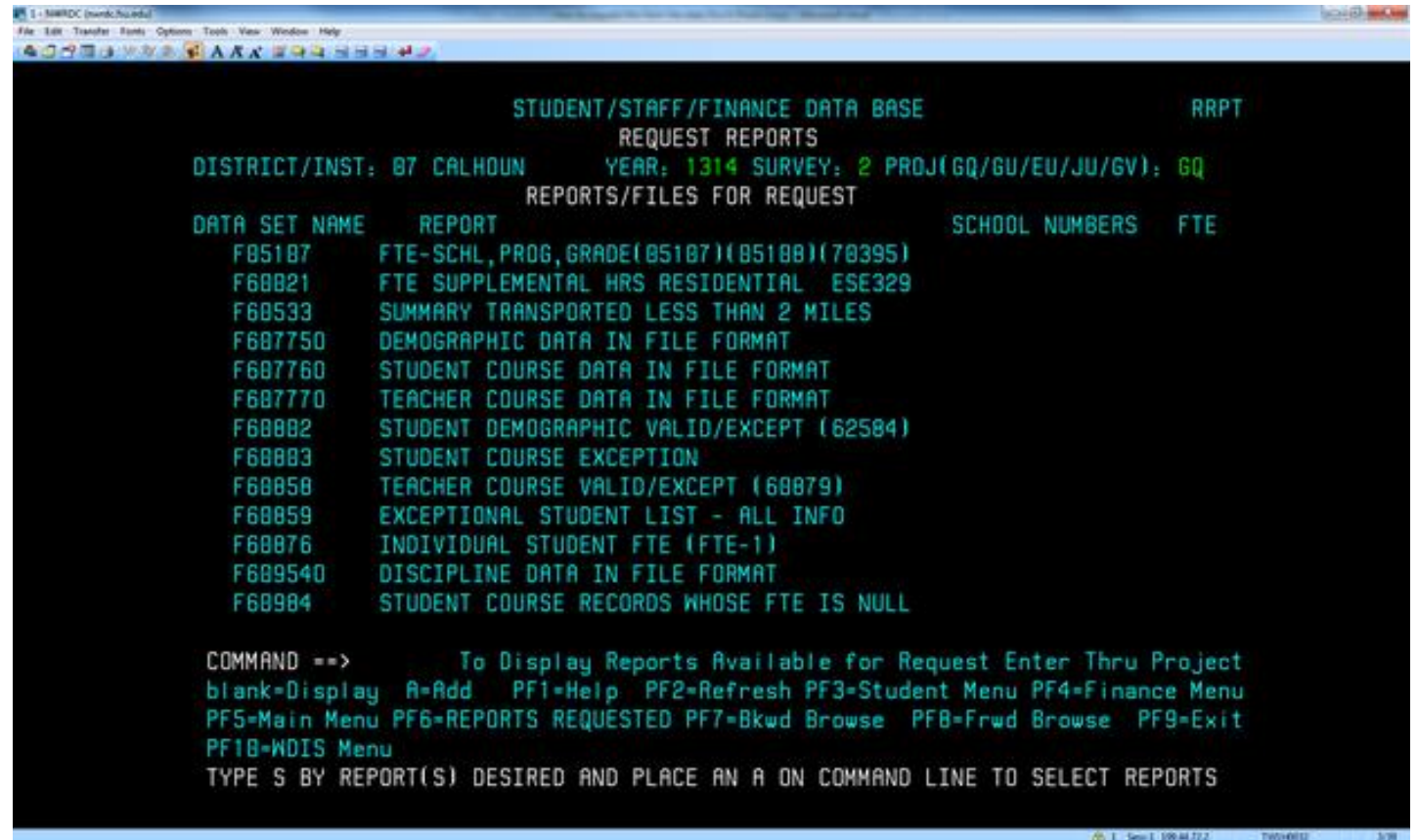
Then press enter.

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.



```
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
```



Important Resources

- 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>
- FLDOE SSO
<https://portal.fldoesso.org/PORTAL/Sign-on/SSO-Home.aspx/>

Recap + Q&A

- Surveys are collection of formats. Formats are collection of data elements.
- Several kinds of reports:
 - Processing Reports (automatic)
 - Reports for Request
 - Additional Reports
 - Supplemental Reports
- Survey Week vs Processing Window vs Amendment Period
- Cycle of Processing at NWRDC

