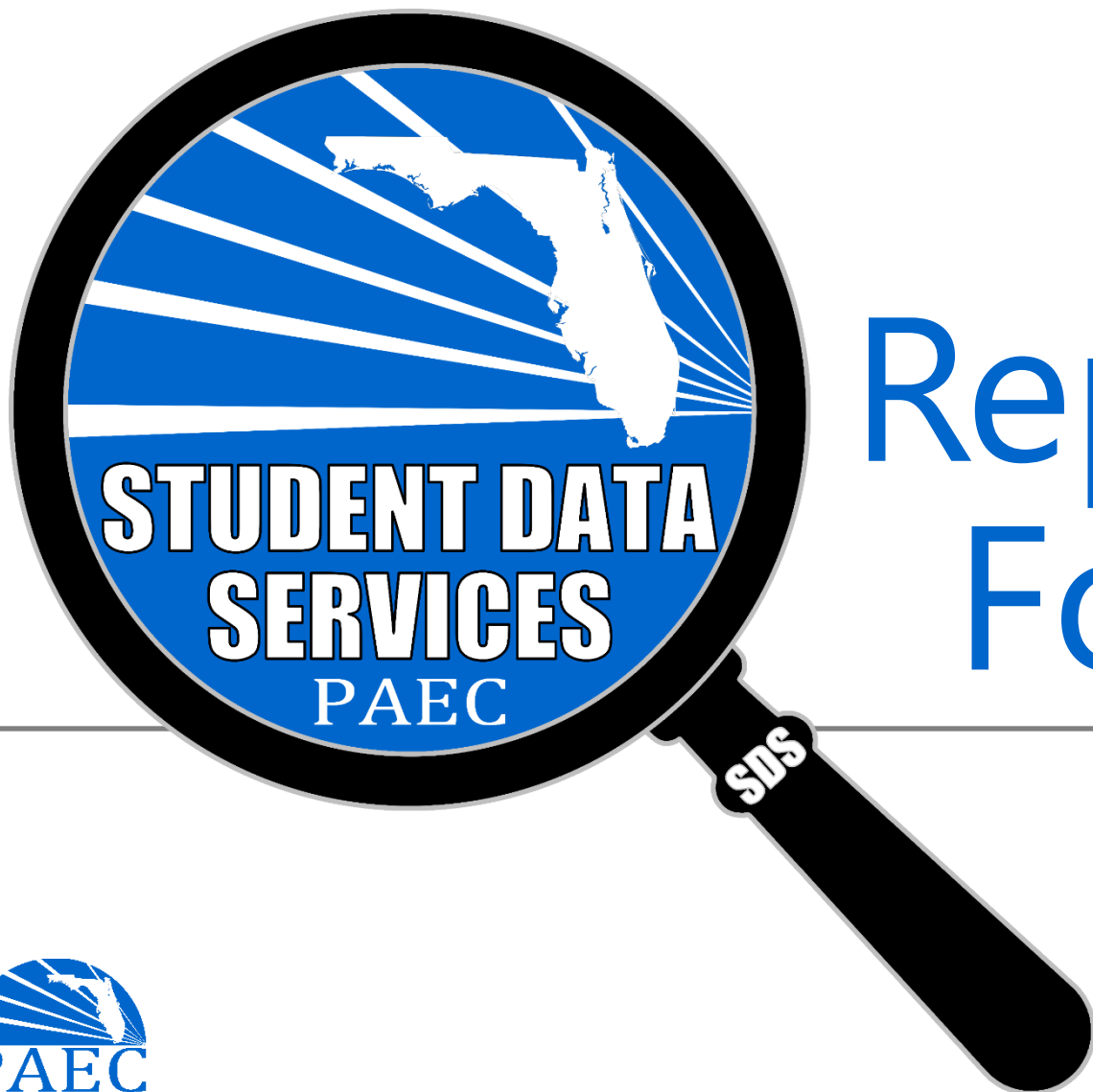




State Reporting 101: Foundations

JUNE 23, 2025 | 10:45-11:30AM

AARON NICELY

CARIBBEAN BALLROOM 7

5-Part Series for New MIS

1. State Reporting 101: Foundations
Monday, June 23: 10:45 - 11:30 AM
2. State Reporting 201: Understanding Errors & Fixing Common Issues
Monday, June 23: 3:00 - 3:45 PM
3. State Reporting 301: Building a Local Data Quality
Tuesday, June 24: 10:55 - 11:40 AM
4. FTE Fundamentals
Tuesday, June 24: 12:45 - 1:30 PM
5. Virtual FTE & Reporting
Tuesday, June 24: 1:45 - 2:30 PM

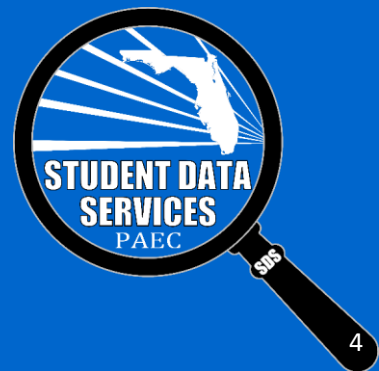


State Reporting 101: Foundations Agenda

- 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

Page 1 of 2

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



Red = FTE

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 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 DATES 2024-2025

STUDENT, PK-12

Survey 1:

Survey Week July 8 – 12, 2024

This is to establish membership

Due Date: July 26, 2024

State Processing: July 22 – September 6, 2024

Final Update/Amendment Date: September 30, 2024

This is to establish reporting timeline

Survey 6:

Survey Dates: August 16 and August 30, 2024

Due Dates: August 16 and August 30, 2024

State Processing: August 16 - September 6, 2024

Survey 2:

Survey Week: October 7– 11, 2024

Due Date: October 18, 2024

State Processing: October 14 – November 1, 2024

Final Update/Amendment Date: December 15, 2024

Survey 3:

Survey Week: February 3 – 7, 2025

Due Date: February 14, 2025

State Processing: February 10 – 28, 2025

Final Update/Amendment Date: April 15, 2025

Survey 4:

Survey Week: June 16 – 20, 2025

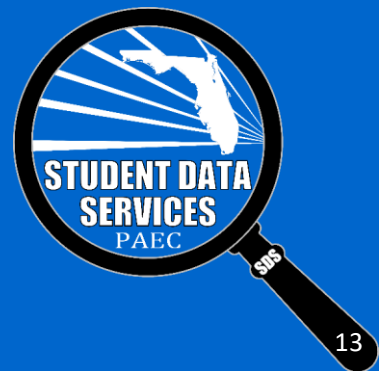
Due Date: July 3, 2025

State Processing: June 23 – July 11, 2025

Final Update/Amendment Date: August 15, 2025

State List of Survey Dates

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.
- Come to my session on Understanding Errors for more information.

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.

67. Each Student Course Schedule must have a matching Student Demographic

Student Demographic			Student Course Schedule	
Student ID	Name		Student ID	Course
1	Doe, John	←	1	Algebra 1
2	Doe, Jane	✗ →	3	Algebra 1

- **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

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

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.

= 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, 2025

October

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

November

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

December

S	M	T	W	T	F	S
	<u>1</u>	2	<u>3</u>	4	<u>5</u>	6
7	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	13
14	<u>15</u>	16	17	18	19	20
	Amendment Window Closes					
21	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



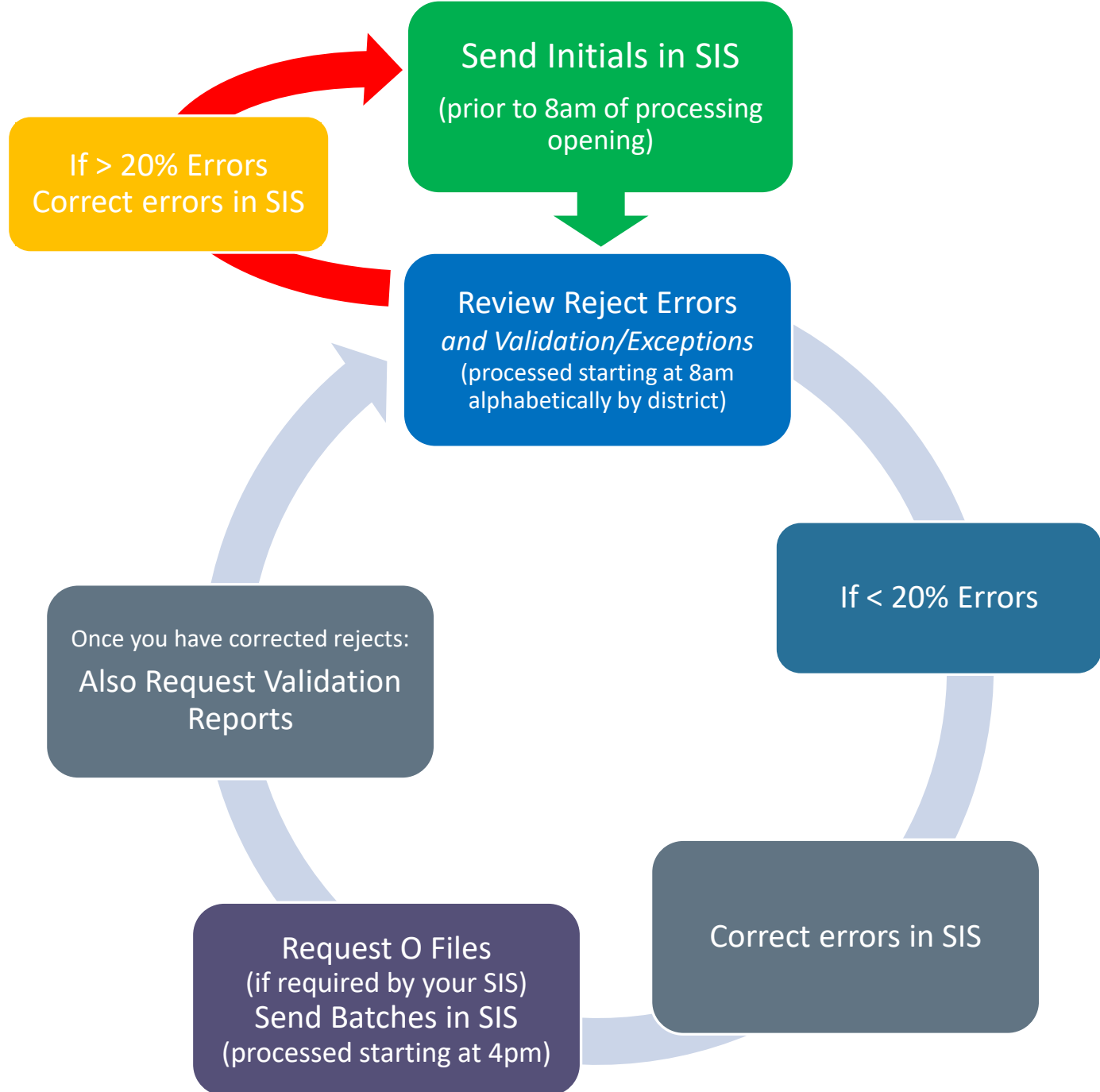
NWRDC – What is it?



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



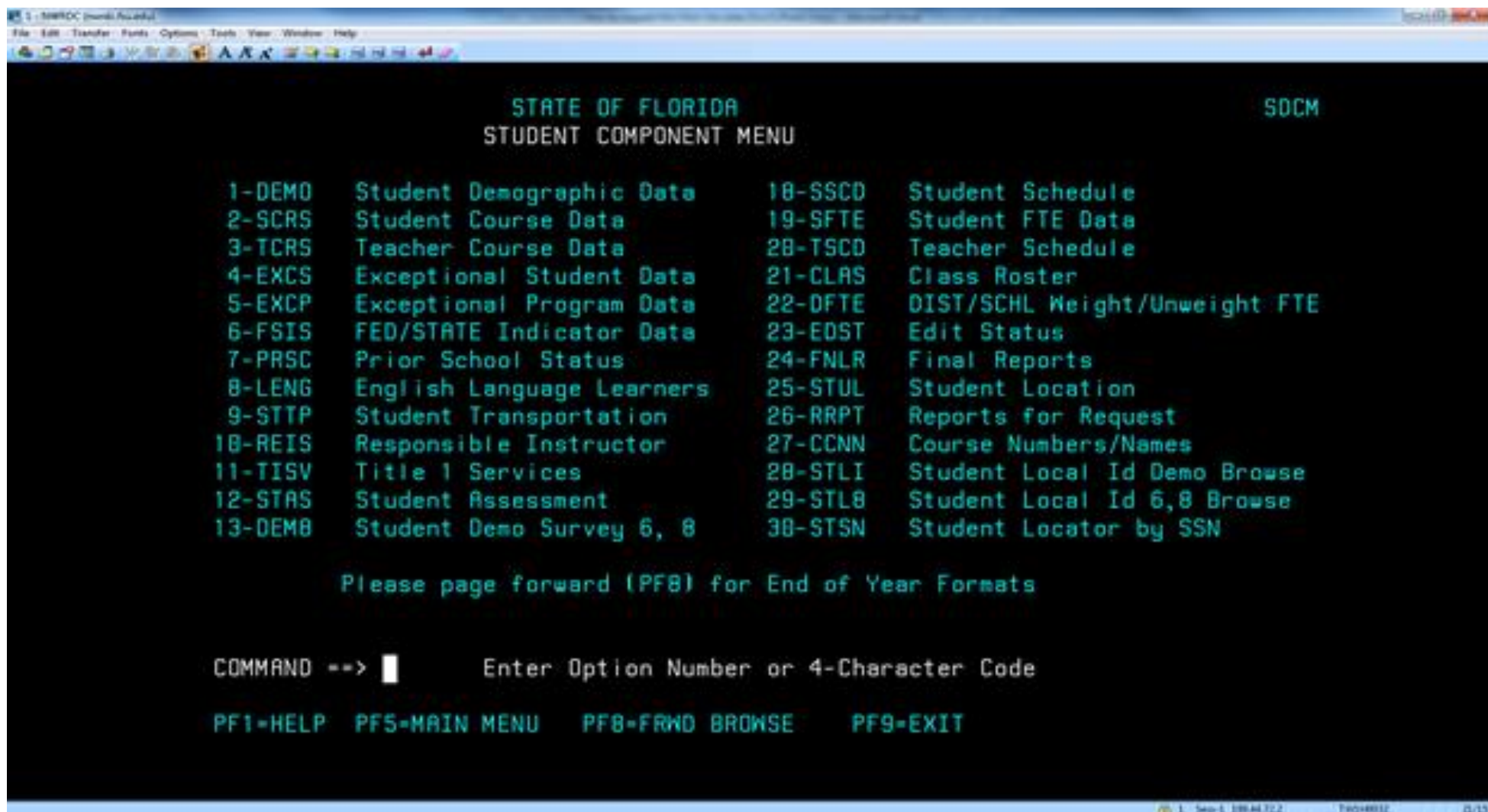
First you will need to log into NWRDC
with your NWR username and password.
Type 2 and press enter.
Type MM## (## stands for District
Number) and press enter



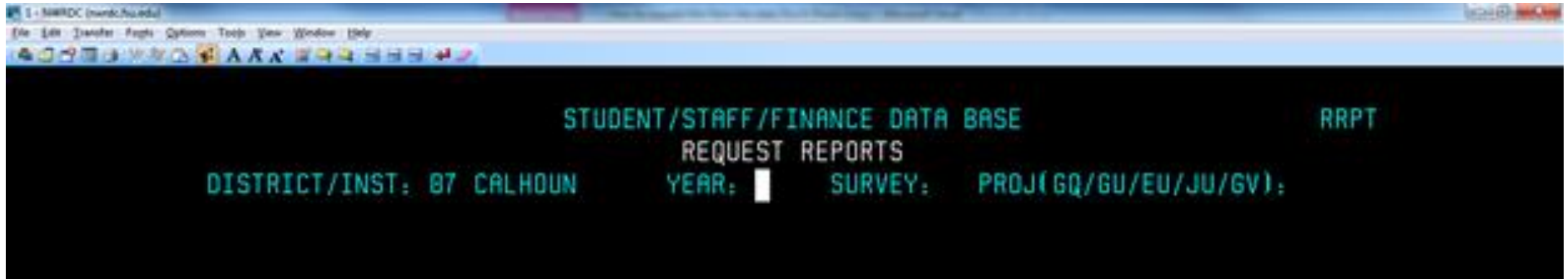
The screenshot shows a web browser window titled "Signon to NWR1VTEL for NWRDCM2". The page prompts the user to "Enter your username and password for NWRDCM2". It contains four input fields: "Username:", "Password:", "New Password:", and "Confirm:". Below the fields are two buttons: "Login" and "Cancel". A note states: "If you wish to change your password, also enter your new password in both boxes below".

<https://nwrdc.fsu.edu:41002/w2h/WEB2AJAX.htm+NWRDCM2>





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



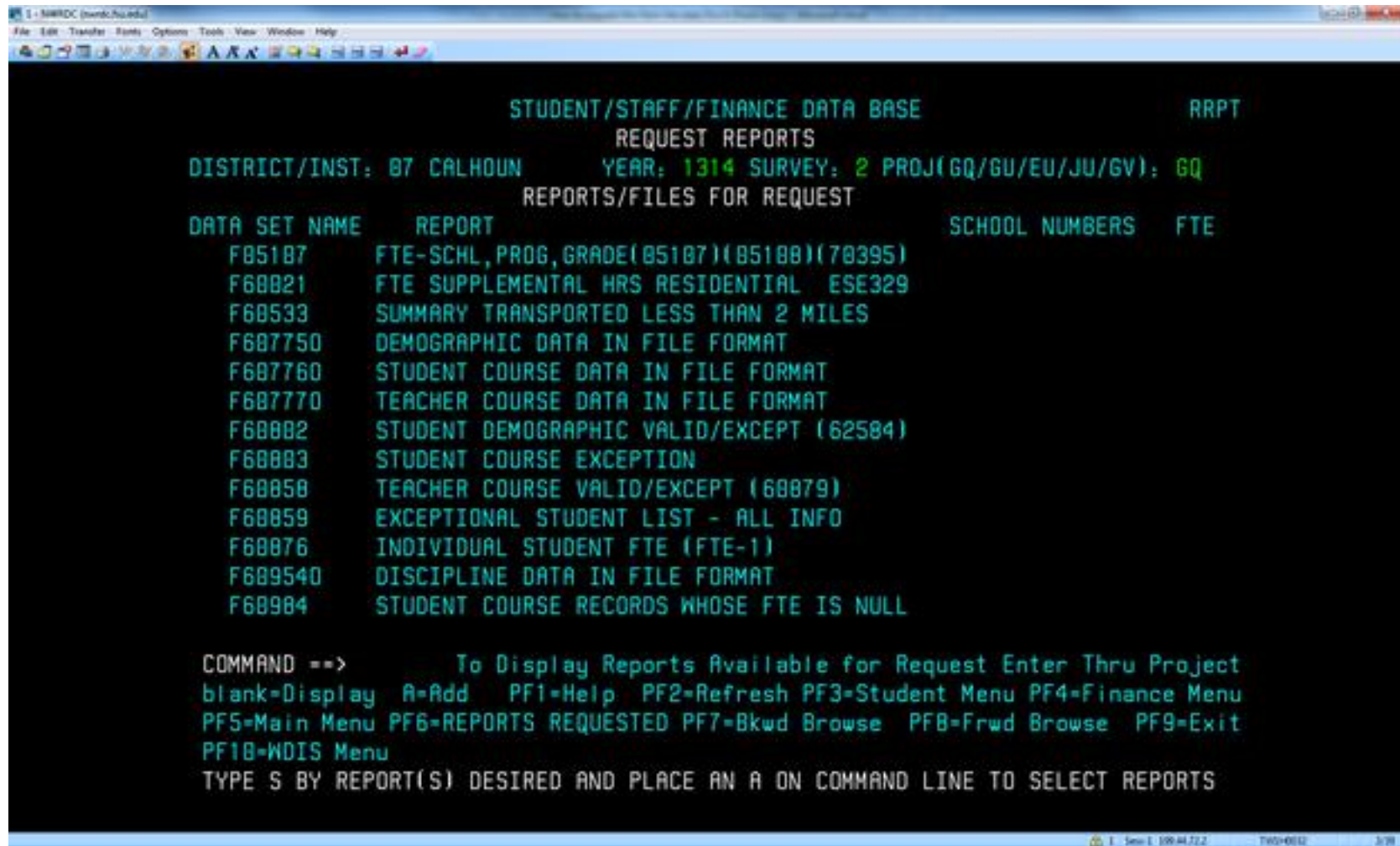
Year - Use the YYYY format
Survey – For example 2, 3, 4, 5 etc.
Project - use GQ for the K12 surveys.
Then press enter.

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
F05107             FTE-SCHL, PRG, GRADE(05107)(05108)(70395)
F60021             FTE SUPPLEMENTAL HRS RESIDENTIAL ESE329
F60533             SUMMARY TRANSPORTED LESS THAN 2 MILES
F607750            DEMOGRAPHIC DATA IN FILE FORMAT
F607760            STUDENT COURSE DATA IN FILE FORMAT
F607770            TEACHER COURSE DATA IN FILE FORMAT
F60002            STUDENT DEMOGRAPHIC VALID/EXCEPT (62504)
F60003            STUDENT COURSE EXCEPTION
F60050            TEACHER COURSE VALID/EXCEPT (60079)
F60059            EXCEPTIONAL STUDENT LIST - ALL INFO
F60076            INDIVIDUAL STUDENT FTE (FTE-1)
F609540            DISCIPLINE DATA IN FILE FORMAT
F60904            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