

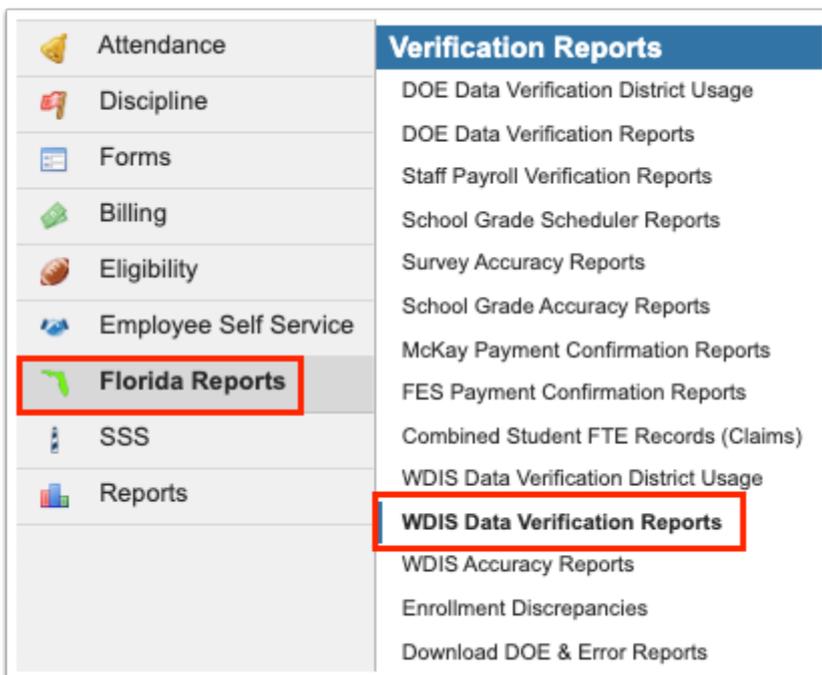
# WDIS Data Verification Reports

The WDIS Data Verification Reports module is an integral tool in the state reporting process. Before submitting data to the state, use the Verification Reports to identify errors in data for correction, as well as to view good data that is ready to be sent out for surveying.

## WDIS Data Verification Reports Navigation

 The filters and data displayed on the WDIS Data Verification Reports can be customized by administration via Florida Reports > [Florida Reports Setup](#).

1. From the **Florida Reports** menu, click **WDIS Data Verification Reports**.



2. Select the **Survey** from the corresponding pull-down to pull the correct survey data. Note: The period will default to the current survey; therefore, this will only need to be changed when you would like to look ahead or at past surveys.

**Survey:** Survey Window:

Survey F ▼ From: August ▼ 22 ▼ 2022 ▼

To: September ▼ 15 ▼ 2022 ▼

All Schools

Show Rules with 0 Errors

3. Select the **Survey Window** to pull data over a specific time frame. Here you can select the correct month, day, and year from the provided pull-downs, or click the calendar icon for a calendar view.

**Survey:** Survey Window:

Survey F ▼ From: August ▼ 22 ▼ 2022 ▼

To: September ▼ 15 ▼ 2022 ▼

All Schools

Show Rules with 0 Errors

**i** You have the option to manually enter any dates you like. You also have the option, as a district, to update [Florida Reports Setup](#) via the **Survey Dates** tab to set standard survey dates.

4. Data will only be pulled for the selected school, i.e. the school you are logged into via the school pull-down located in the header. If needed, to pull data for all schools, select the check box to search **All Schools**.

**FOCUS** Writers02 Select Student/Staff ▼ WDIS Data Verification Reports Ashley Weiss Focus High School - 0041 ▼ SIS

2022-2023 ▼ 4th 9 Weeks ▼ ERP

Survey: Survey Window: Refresh Report

Survey F ▼ From: August ▼ 22 ▼ 2022 ▼

To: September ▼ 15 ▼ 2022 ▼

All Schools

Show Rules with 0 Errors

5. Select the **Show Rules with 0 Errors** check box to display rules with no errors in addition to rules with errors in the reports.

Survey: Survey Window: Refresh Report

Survey F From: August 22 2022 To: September 15 2022

All Schools  
 Show Rules with 0 Errors

Search

- School Folder Summary
- AGE Test and Performance Record
- Adult General Education
- CTE Student Course Schedule
- Student Demographic Information
- Student End of Term Status
- Supplemental Information
- Teacher Course

100% Error-Free

**0 errors (100%)** 01) Each Adult General Education Test record must be unique based on 'District Number, Current Instruction/Services'; 'School Number, Current Instruction/Service'; 'Florida Education Identifier (FLEID)'; 'Survey Period Code'; 'WDIS Reporting Year'; 'Adult Test Name'; 'Test Date'; 'Adult Test Subject Content'; 'Adult Test Level'; and 'Adult Test Form'. (Reject)

**0 errors (100%)** 06) 'District Number, Current Instruction/Services' must be numeric in the range 01-68, 71-75, 80, 81, or 82 and must be correct for the district submitting the data. (Reject)

**0 errors (100%)** 07) 'School Number, Current Instruction/Service' must be numeric in the range 0001 to 9899. (Reject)

6. Select the report/tab from the panel.

Survey: Survey Window: Refresh Report

Survey F From: August 22 2022 To: September 15 2022

All Schools  
 Show Rules with 0 Errors

Search

- AGE Test and Performance Record
- Adult General Education
- CTE Student Course Schedule
- Student Demographic Information
- Student End of Term Status
- Supplemental Information
- Teacher Course

90% Error-Free

**1 errors (0%)** 12) 'Birth Date' must be numeric, a valid date, and in the format MMDDYYYY. (Reject)

**1 errors (0%)** 14) 'Florida Education Identifier (FLEID)' is alphanumeric and must be entered as 'FL' in the first 2 positions followed by twelve numeric digits and must be greater than 000000000000. (Reject)

7. If report criteria is changed after the report has been generated, click **Refresh Report** to apply new filters, such as All Schools.

Survey: Survey Window: Refresh Report

Survey F From: August 22 2022 To: September 15 2022

All Schools  
 Show Rules with 0 Errors

Search

- AGE Test and Performance Record
- Adult General Education
- CTE Student Course Schedule
- Student Demographic Information
- Student End of Term Status
- Supplemental Information
- Teacher Course

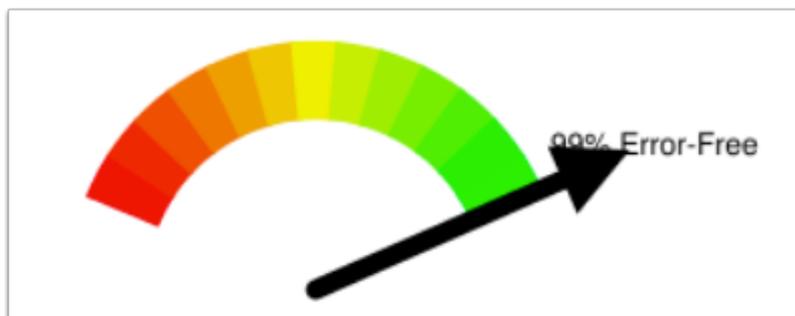
90% Error-Free

**1 errors (0%)** 12) 'Birth Date' must be numeric, a valid date, and in the format MMDDYYYY. (Reject)

**1 errors (0%)** 14) 'Florida Education Identifier (FLEID)' is alphanumeric and must be entered as 'FL' in the first 2 positions followed by twelve numeric digits and must be greater than 000000000000. (Reject)

# Understanding the WDIS Data Verification Reports

The first thing you will notice on the screen is the errors scale or the Data Verification gauge. In the image shown, the gauge (black arrow) is in the green region indicating that the data is in good standing and practically completely error-free; it is 99% Error-Free as stated next to the gauge. If the gauge was in the yellow portion that would indicate around 50% of the data is error-free and around 50% of the data contain errors. The further the gauge gets to the red portion, the more errors have been found in your data.

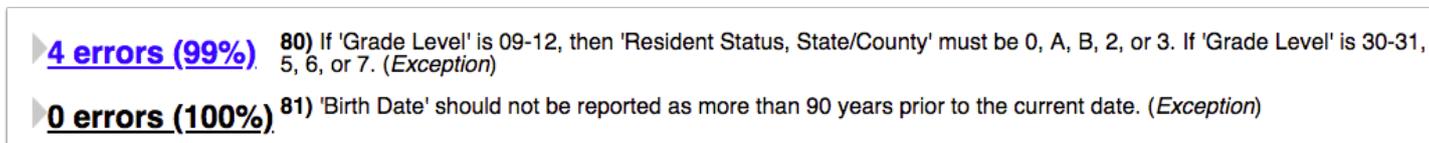


As you scroll down the page, you will see more information about the data and the errors. Data will be broken up into sections all starting with a gray arrow. The first column of information displays error numbers and percentages.

- If there are **0 errors**, the font will be black, and the percentage of error-free data will be listed in parentheses as **(100%)** as shown in the image.
- If data is 90% to 99% error-free, the font will be in blue.
- If data is between 80% and 90% error-free, the font will be in yellow.
- If data is less 80% error-free, the font will be in red.



The second column displayed next to the number of errors is a description of DOE rules and regulations. These descriptions will help explain what errors are being found in your data. As shown in the image, the first error explains that **If 'Grade Level' is 09-12, then 'Resident Status, State/County' must be 0, A, B, 2, or 3. If 'Grade Level' is 30-31, 5, 6, 7. (Exception).**



For a list of the errors to be addressed, click the number or errors.



7 errors (0%)

21) 'Florida Education Identifier (FLEID)' is alphanumeric and must be entered as 'FL' in the first 2 positions followed by twelve numeric digits and must be greater than FL000000002000. No blanks or spaces are allowable. (Reject)

7 errors (0%)

44) The 'Adult Educational Functioning Level, Initial', 'Adult Educational Functioning Level, Initial (Listening ESOL/ELCATE)', and 'Adult Educational Functioning Level, Initial (Reading ESOL/ELCATE)' must agree with the 'CTE/AGE Program Code' and the 'Course Number'; and, the 'Adult Educational Functioning Level, Initial', 'Adult Educational Functioning Level, Initial (Listening ESOL/ELCATE)' and 'Adult Educational Functioning Level, Initial (Reading ESOL/ELCATE)' must not all contain the value Z; and if the 'CTE/AGE Program Code' and the 'Course Number' are both 9900040, then the 'Adult Educational Functioning Level, Initial (Listening ESOL/ELCATE)' and 'Adult Educational Functioning Level, Initial (Reading ESOL/ELCATE)' must not both contain the value 7. (Reject)

A list of students containing errors in their records is displayed. This particular error's report includes Student Full Name; Student Number Identifier, Local; Florida Education Identifier (FLEID); School Title; District Number, Current Instruction/Service; School Number, Current Instruction/Service; Course Number; Section Number; CTE/AGE Program Code; Date of Entry, Program/Course/Section; Date of Exit, Program/Course/Section; and Grade Level.

[Go Back to Summary](#)

**Error: 21** 'Florida Education Identifier (FLEID)' is alphanumeric and must be entered as 'FL' in the first 2 positions followed by twelve numeric digits and must be greater than FL000000002000. No blanks or spaces are allowable. (Reject)

7 Records

[Export](#)

Filter: OFF

Student Full Name	Student Number Identifier, Local	Florida Education Identifier (FLEID)	School Title	District Number, Current In
<a href="#">Benitez</a>	027229		Adult Education - 9103	4
<a href="#">Acorn</a>	087407		Adult Education - 9103	4
<a href="#">Adams</a>	087615		Adult Education - 9103	4
<a href="#">Avila, A</a>	087707		Adult Education - 9103	4
<a href="#">Acosta</a>	033917		Adult Education - 9103	4
<a href="#">Acosta</a>	033917		Adult Education - 9103	4
<a href="#">Atencio</a>	035506		Adult Education - 9103	4

a. To edit the data and correct the error, click the corresponding link, such as Student Full Name in the first column of the report. Another link in a number of the reports is Course Number.

[Go Back to Summary](#)

**Error: 10** 'Florida Education Identifier (FLEID)' is alphanumeric and must be entered as 'FL' in the first 2 positions followed by twelve No blanks or spaces are allowable. (*Reject*)

6 Records [Export](#) [Filter: OFF](#)

Student Full Name	Student Number Identifier, Local	Florida Education Identifier (FLEID)	School Title	District Number, (
Benitez	00027229		Adult Education - 9103	4
Acorn, E	00037407		Adult Education - 9103	4
Adams,	00037615		Adult Education - 9103	4
Ávila, An	00037707		Adult Education - 9103	4
Acosta,	00033917		Adult Education - 9103	4
Atencio	00035506		Adult Education - 9103	4

i. The link opens the applicable screen, such as Student Info, where the applicable tab will be open as well allowing you to edit bad/missing data.

💡 When the information in question has been changed, be sure to **Save** the data before closing the window/tab and returning to the WDIS Data Verification Reports.

b. To navigate back to the list of errors, click **Go Back to Summary**.

[Go Back to Summary](#)

**Error: 10** 'Florida Education Identifier (FLEID)' is alphanumeric and must be entered as 'FL' in the first 2 positions followed by twelve No blanks or spaces are allowable. (*Reject*)

6 Records [Export](#) [Filter: OFF](#)

Student Full Name	Student Number Identifier, Local	Florida Education Identifier (FLEID)	School Title	District Number, (
Benitez	27229		Adult Education - 9103	4
Acorn, E	37407		Adult Education - 9103	4
Adams	37615		Adult Education - 9103	4
Ávila, A nio	37707		Adult Education - 9103	4
Acosta, as	33917		Adult Education - 9103	4
Atencio	35506		Adult Education - 9103	4

## Additional Features

Utilize the **Search** text box at the top of the panel by typing the name of a tab to quickly navigate from one tab to another.

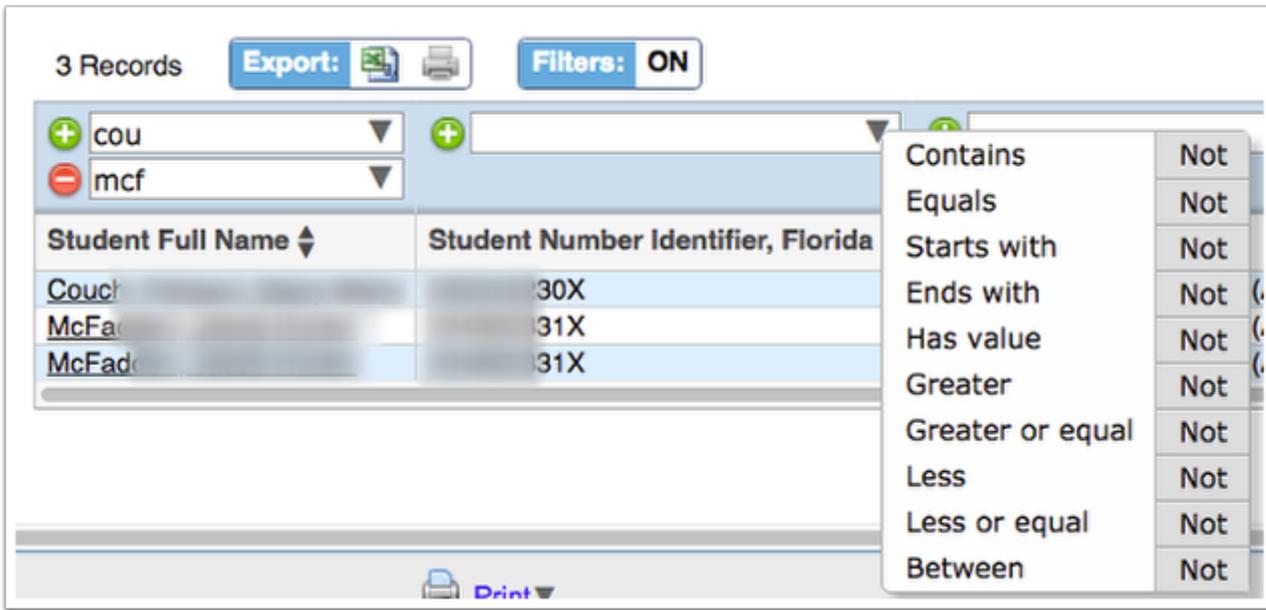
To close the panel, click the **X**. Doing so will allow for more room on the screen, which will be helpful when viewing error records. To make the panel reappear, click the **arrow** where the panel used to display.

Click **Filters** to organize the listed errors.

- a. To add more than one filter to a column, click the **green plus sign**.

b. To delete an additional filter, click the **red minus sign**.

c. For additional filtering options, click the **gray arrow** for a filter pull-down.



Data here can be organized by clicking on any of the headers, such as Student Full Name or School Title; click once for ascending results; click twice for descending results. In the image shown, Student Full Name was clicked twice; therefore, the listed student names begins with Z.

The screenshot shows a data table with 196 records. At the top, there are buttons for 'Export' (with Excel and printer icons) and 'Filters: OFF'. The table has four columns: 'Student Full Name', 'Student Number Identifier, Florida', 'School Title', and 'District Number, Current Instruction/Service'. The header row is highlighted with a red border. The data rows are: Zirkl (91X, 8006 (AD)), Zaw (813, ult Education - 8931 (AD)), Your (008, ult Education - 8931 (AD)), Yanc (98X, ult Ed - 8471 (AD)), Woc (7X, ucation - 8031 (AD)), and Whil (24X, 8007 (AD)).

Student Full Name	Student Number Identifier, Florida	School Title	District Number, Current Instruction/Service
Zirkl	91X		8006 (AD)
Zaw	813		ult Education - 8931 (AD)
Your	008		ult Education - 8931 (AD)
Yanc	98X		ult Ed - 8471 (AD)
Woc	7X		ucation - 8031 (AD)
Whil	24X		8007 (AD)

To export data to an Excel spreadsheet, click on the **Excel** icon in the Export section.

To print data, click on the **Printer** icon in the Export section.

