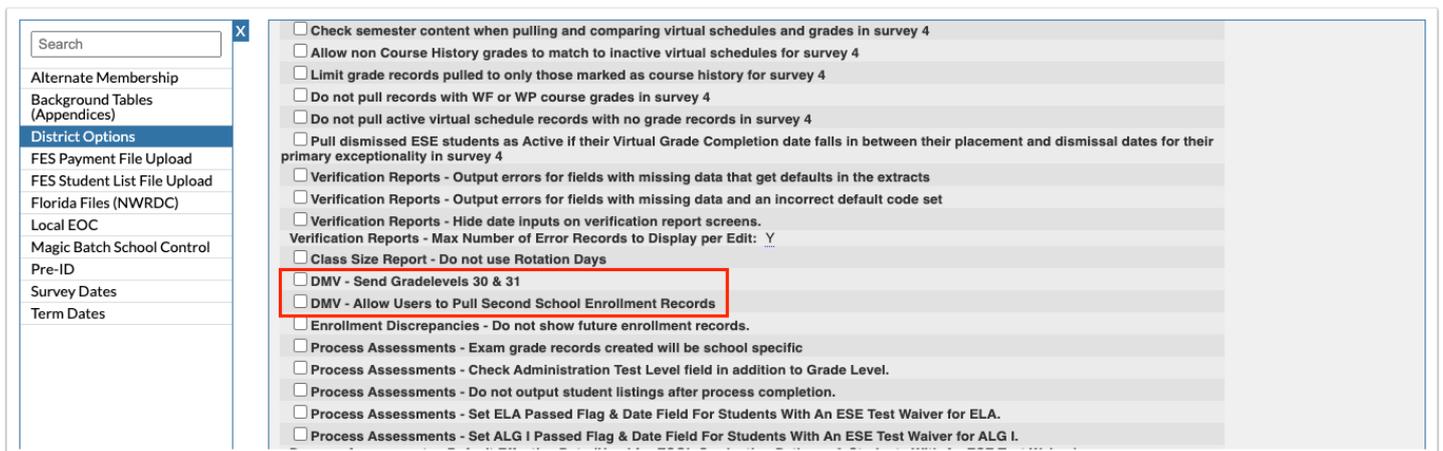


# DMV Attendance

The DMV Attendance report lists enrolled and withdrawn students who fail the requirement of compulsory attendance. The report allows users to identify those students and download the information, send it to the district, or send it to the DMV.

**i** In Florida Reports > Florida Reports Setup > [District Options](#) tab, there are two options to consider for DMV Attendance, "DMV - Send Gradelevels 30 & 31" and "DMV - Allow Users to Pull Second School Enrollment Records."



## DMV Attendance

1. From the **Florida Reports** menu, click **DMV Attendance**.



2. This navigates to the DMV Attendance screen, as shown in the image below.

This report lists enrolled students who fail the requirement of compulsory attendance. List Students

Effective Date: August 25 2023

Search All Schools

3. Select the **Effective Date** for the report. Here you can select the applicable month, day, and year from the provided pull-downs, or click the **calendar** icon for a calendar view.

This report lists enrolled students who fail the requirement of compulsory attendance. List Students

Effective Date: August 25 2023

Search All Schools

August 2023

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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
Ashley Weiss
Focus High School - 0041
SIS

Select Student/Staff DMV Attendance

2022-2023 4th 9 Weeks ERP

This report lists enrolled students who fail the requirement of compulsory attendance. List Students

Effective Date: August 25 2023

Search All Schools

5. Click **List Students** to generate the report.

This report lists enrolled students who fail the requirement of compulsory attendance. List Students

Effective Date: August 25 2023

Search All Schools

The students listed have exceeded the number of unexcused absences allowed for student eligibility to receive or maintain driving privileges (15 or more within a 90-day period, per the Effective Date). Students that have a dropout withdrawal code will also be included.

This report lists enrolled students who fail the requirement of compulsory attendance. Select students who you would like to include in the downloaded file for submission. Text File (DOE Format) Download

**68 students found.**

Mass Match	Student ID	District	School	Florida ID	Last Name	First Name	Middle Name	Gender	Birth Date	Absences	Withdrawal Code	Send for DMV	Transaction Cc
<input type="checkbox"/>				10090		ALEXZANDRA		F	04/28/2001	16		No	[1] - Out of Comp
<input type="checkbox"/>				11590		XERENA		F	08/06/2001	26		No	[1] - Out of Comp
<input type="checkbox"/>				12590		MOESHA		F	10/17/2001	17		No	[1] - Out of Comp
<input type="checkbox"/>				13808		GLORIANNA		F	09/28/2000	18		No	[1] - Out of Comp
<input type="checkbox"/>				15511		ISABELLA		F	12/10/2002	17		No	[1] - Out of Comp

Focus also reports students with a W24 Withdrawal Code who are not enrolled in Home School within 30 days, and students with a W18 Withdrawal Code who do not re-enroll in the district to receive services, in addition to students with all other dropout withdrawal codes.

First Name	Middle Name	Gender	Birth Date	Absences	Withdrawal Code	Send for DMV
JANICIA		F	09/18/2002	15		No
NICHOLAS		M	01/30/2002		W26	No
MICHAEL		M	08/04/2000		W26	No
DUNCAN		M	02/12/2003		W24	No

**i** Students who have the **Send for DMV** check box selected on their Federal State tab will also be submitted. Focus only sends students that do not already have a transaction code set with the exception of those students who have Send to DMV selected.

The screenshot displays the Focus ERP interface for a student named Charlie Noel. The 'Fed State' tab is selected, and the 'Send for DMV' checkbox is checked. The 'DMV Information' section contains a table with the following data:

Export	Filter: OFF	School Year	Transaction Code	Old School Year (Don't Use)	Transmission Date	Absences	Withdrawal Code
		2022-2023					

**i** The attendance code must be marked “Excused” under Attendance > [Attendance Setup](#) for it NOT to be included when pulling students for the DMV report. Focus will only send unexcused absence codes NOT marked for discipline. Note: Focus does not send attendance to DMV; Focus sends student records with the appropriate transaction code.

For each student, the table displays demographic information and any relevant district data (number of **Absences**, **Transaction Code**, etc.).

<input type="checkbox"/> Mass Match	Student ID	District	School	Florida ID	Last Name	First Name	Middle Name	Gender	Birth Date	Absences	Withdrawal Code	Send for DMV	Transaction Code	Reported to District
<input type="checkbox"/>			0331	7543X		SKYLAR		F	02/20/2003	18		No	[1] - Out of Compliance (15/90)	
<input type="checkbox"/>			0331	3673X		KATERIN		F	03/25/2001	16		No	[1] - Out of Compliance (15/90)	
<input type="checkbox"/>			0331	1682X		DOMINICK		M	11/05/2001	21		No	[1] - Out of Compliance (15/90)	
<input type="checkbox"/>			0331	2253X		JANICIA		F	09/18/2002	15		No	[1] - Out of Compliance (15/90)	
<input type="checkbox"/>			0331	5749X		NICHOLAS		M	01/30/2002		W26	No	[1] - Out of Compliance (15/90)	
<input type="checkbox"/>			0331	4430X		MICHAEL		M	08/04/2000		W26	No	[1] - Out of Compliance (15/90)	04/23/2018
<input type="checkbox"/>			0331	4500X		DUNCAN		M	02/12/2003		W24	No	[1] - Out of Compliance (15/90)	

**i** A default code of [1] - Out of Compliance is applied. Note that it can also be edited. Click the link to open a pull-down of additional options, such as [2] - Notice of Application for Waiver.

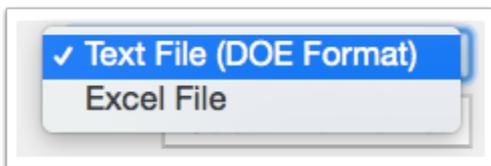
Send for DMV	Transaction Code
No	<input checked="" type="checkbox"/> [1] - Out of Compliance (15/90) <input type="checkbox"/> [2] - Notice of Application for Waiver <input type="checkbox"/> [3] - Disposition of Waiver (Approved) <input type="checkbox"/> [4] - Disposition of Waiver (Not Approved) <input type="checkbox"/> [5] - Cancel Intent to Suspend
No	
No	

**6.** Select the Mass Match check boxes to select students for inclusion in the submittable district report. To select all students at once, select the **Mass Match** check box in the header.

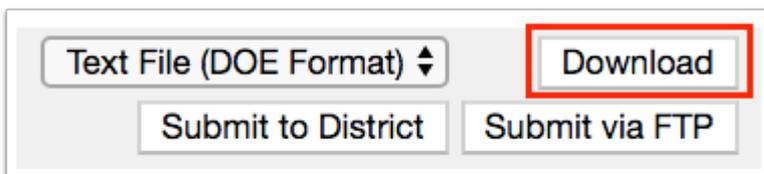
68 students found.

<input type="checkbox"/> Mass Match	Student ID	District	School	Florida ID	Last Name
<input checked="" type="checkbox"/>			0331	7543X	
<input type="checkbox"/>			0331	3673X	
<input checked="" type="checkbox"/>			0331	1682X	
<input type="checkbox"/>			0331	2253X	
<input checked="" type="checkbox"/>			0331	5749X	
<input type="checkbox"/>			0331	4430X	

7. After selecting the students to include, the DMV Attendance report can be formatted either as a **Text File** (DOE Format) or an **Excel File** spreadsheet via the formatting pull-down.



8. Click **Download** to save a copy of the report in the specified format (Text File or Excel File).



9. The list of selected students can be sent for district verification from designated profiles at each school using the **Submit to District** button.



10. Similarly, with appropriate user permissions, selected students can be reported directly to the DMV by using the **Submit via FTP** button.

Text File (DOE Format) ⌵    Download

Submit to District    **Submit via FTP**

**!** If your district is using [Scheduled Jobs](#) to send this data, the Submit via FTP button should not be clicked. It is recommended to disable the ability to submit via FTP using profile permissions.

**i** To view and/or edit permissions, from the Users menu, select [Profiles](#). Find all corresponding permissions under the Florida Reports section.

Other Reports	View	Edit
DMV Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Send to DMV	<input checked="" type="checkbox"/>	

**11.** After successfully sending student data to the DMV, students' **DMV Information** will be updated in the **Federal State** tab of [Student Info](#).

**DMV Information**

Export    Filter: OFF

	School Year ⌵	Transaction Code ⌵	Old School Year (Don't Use) ⌵	Transmission Date ⌵	Absences ⌵	Withdrawal Code ⌵
	2022-2023 ⌵	<input type="text"/> ⌵	<input type="text"/> ⌵	<input type="text"/>	<input type="text"/>	<input type="text"/> ⌵