


Florida Reports Setup

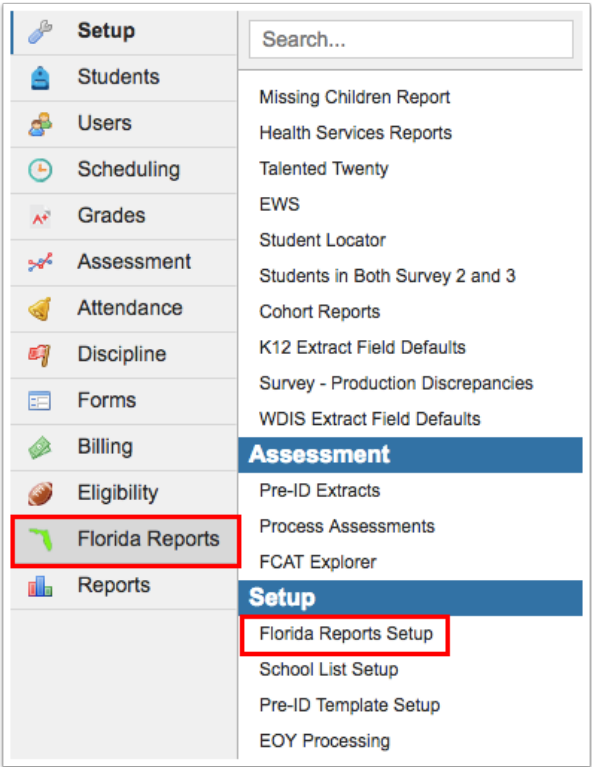
The Florida Reports Setup screen is used to set options for reports and extracts in Florida Reports, including survey dates, Pre-ID extracts, local EOCs, term dates, and other district options.

Downloading Files in the Florida Files Tab

Districts should download the Florida files each year, or as often as the DOE updates the files. Downloading the Florida files sets up the various background tables used for Florida Reports.

 McKay Prepayment Verification and McKay Payment File are required to run the McKay verification reports, and need to be downloaded each survey A-D.

1. In the **Florida Reports** menu, click **Florida Reports Setup**.



The Florida Files (NWRDC) tab is opened by default.

Search

Alternate Membership

Background Tables (Appendices)

District Options

FES Payment File Upload

FES Student List File Upload

Florida Files (NWRDC)

Local EOC

Magic Batch School Control

Pre-ID

Survey Dates

Term Dates

This program sets up the various background Focus tables used for Florida Reports based off the files available at the DOE and user input values.

Run Setup

<input type="checkbox"/> Files	DOE Filename	Last Updated
<input type="checkbox"/> Master School Identification File (F25031)	DPS.DISTRICT.G4.F25031.Y2324	
<input type="checkbox"/> Statewide Course Numbering System (F60922)	DPS.DISTRICT.GQ.F60922.Y2324	
<input type="checkbox"/> CTE/AGE Program Edit File (F61730)	DPS.DISTRICT.GQ.F61730.Y2324	
<input type="checkbox"/> Course Code Directory (F62806)	DPS.DISTRICT.K9.F62806.Y2324	
<input type="checkbox"/> Current FISH File (F70393)	DPS44.GQ.F70393.FISH.CURRENT	
<input type="checkbox"/> McKay Prepayment Verification (F70561)	DPS44.GQ.F70561.Y2324	
<input type="checkbox"/> McKay Payment File (F70581)	DPS44.GQ.F70581.Y2324	
<input type="checkbox"/> Non-Fundable Auto Service Tech Programs (F71340)	DPS.DISTRICT.GQ.F71340.Y2324	
<input type="checkbox"/> Non-Fundable Courses (F71424)	DPS.DISTRICT.GQ.F71424.Y2324	
<input type="checkbox"/> National School Lunch Program - Reference Table (F71447)	DPS.DISTRICT.GQ.F71447.Y2324	
<input type="checkbox"/> Less Than 180 Days in School Year File (F71497)	DPS.DISTRICT.GQ.F71497.Y2324	
<input type="checkbox"/> Third Grade FCAT/FSA ELA Level 1 File (F70613)	DPS44.GQ.F70613.Y23244	
<input type="checkbox"/> Virtual Online Course Provider Reference File (F71485)	DPS.DISTRICT.GQ.F71485.Y2324	
<input type="checkbox"/> Special Certification Coverage File (F62059)	DPS.DISTRICT.K9.F62059.Y2324	
<input type="checkbox"/> Access Course Listing (F71538)	DPS.DISTRICT.GQ.F71538.Y2324	
<input type="checkbox"/> Non Funded Industry Certifications (F71535)	DPS44.GQ.F71535.Y23245	
<input type="checkbox"/> Recalibrated FTE (F71452)		
<input type="checkbox"/> Reported FTE (F71371)		
<input type="checkbox"/> Reported FTE (F71346)		
<input type="checkbox"/> Individual Prorate Statewide FTE Based On FLEID Identifier (F71372)		
<input type="checkbox"/> Individual Prorate Statewide FTE Based On Student Demo Less 2 or With Prior School (F71373)		
<input type="checkbox"/> Students with Additional District Instruction Record (F71339)	DPS44.GQ.F71339.Y2324	
<input type="checkbox"/> Dropout Students (F61657, F61943, F62294, F62295, F70589)		

2. In the **Florida Files (NWRDC)** tab, select the files to download, or select the **Files** check box in the column header to download all files.

3. Click **Run Setup** to download the files.

This program sets up the various background Focus tables used for Florida Reports based off the files available at the DOE and user input values.

Run Setup

<input checked="" type="checkbox"/> Files	DOE Filename	Last Updated
<input checked="" type="checkbox"/> Master School Identification File (F25031)	DPS.DISTRICT.G4.F25031.Y2324	
<input checked="" type="checkbox"/> Statewide Course Numbering System (F60922)	DPS.DISTRICT.GQ.F60922.Y2324	
<input checked="" type="checkbox"/> CTE/AGE Program Edit File (F61730)	DPS.DISTRICT.GQ.F61730.Y2324	
<input checked="" type="checkbox"/> Course Code Directory (F62806)	DPS.DISTRICT.K9.F62806.Y2324	
<input checked="" type="checkbox"/> Current FISH File (F70393)	DPS44.GQ.F70393.FISH.CURRENT	
<input checked="" type="checkbox"/> McKay Prepayment Verification (F70561)	DPS44.GQ.F70561.Y2324	
<input checked="" type="checkbox"/> McKay Payment File (F70581)	DPS44.GQ.F70581.Y2324	
<input checked="" type="checkbox"/> Non-Fundable Auto Service Tech Programs (F71340)	DPS.DISTRICT.GQ.F71340.Y2324	
<input checked="" type="checkbox"/> Non-Fundable Courses (F71424)	DPS.DISTRICT.GQ.F71424.Y2324	
<input checked="" type="checkbox"/> National School Lunch Program - Reference Table (F71447)	DPS.DISTRICT.GQ.F71447.Y2324	
<input checked="" type="checkbox"/> Less Than 180 Days in School Year File (F71497)	DPS.DISTRICT.GQ.F71497.Y2324	
<input checked="" type="checkbox"/> Third Grade FCAT/FSA ELA Level 1 File (F70613)	DPS44.GQ.F70613.Y23244	
<input checked="" type="checkbox"/> Virtual Online Course Provider Reference File (F71485)	DPS.DISTRICT.GQ.F71485.Y2324	
<input checked="" type="checkbox"/> Special Certification Coverage File (F62059)	DPS.DISTRICT.K9.F62059.Y2324	
<input checked="" type="checkbox"/> Access Course Listing (F71538)	DPS.DISTRICT.GQ.F71538.Y2324	
<input checked="" type="checkbox"/> Non Funded Industry Certifications (F71535)	DPS44.GQ.F71535.Y23245	
<input checked="" type="checkbox"/> Recalibrated FTE (F71452)		
<input checked="" type="checkbox"/> Reported FTE (F71371)		
<input checked="" type="checkbox"/> Reported FTE (F71346)		
<input checked="" type="checkbox"/> Individual Prorate Statewide FTE Based On FLEID Identifier (F71372)		
<input checked="" type="checkbox"/> Individual Prorate Statewide FTE Based On Student Demo Less 2 or With Prior School (F71373)		
<input checked="" type="checkbox"/> Students with Additional District Instruction Record (F71339)	DPS44.GQ.F71339.Y2324	
<input checked="" type="checkbox"/> Dropout Students (F61657, F61943, F62294, F62295, F70589)		



The message "Failed to login to DOE" will display if there was a problem with connecting to the DOE.

A green check mark is displayed next to each file that was successfully downloaded.

This program sets up the various background Focus tables used for Florida Reports based off the files available at the DOE and user input values. Run Setup

<input checked="" type="checkbox"/> Files	DOE Filename	Last Updated
<input checked="" type="checkbox"/> Master School Identification File (F25031)	DPS.DISTRICT.G4.F25031.Y2324	✓ DPS.DISTRICT.G4.F25031.Y2324 set up for fiscal year 2324.
<input checked="" type="checkbox"/> Statewide Course Numbering System (F60922)	DPS.DISTRICT.GQ.F60922.Y2324	✓ DPS.DISTRICT.GQ.F60922.Y2324 set up for fiscal year 2324.
<input checked="" type="checkbox"/> CTE/AGE Program Edit File (F61730)	DPS.DISTRICT.GQ.F61730.Y2324	✓ DPS.DISTRICT.GQ.F61730.Y2324 set up for fiscal year 2324.
<input checked="" type="checkbox"/> Course Code Directory (F62806)	DPS.DISTRICT.K9.F62806.Y2324	✓ DPS.DISTRICT.K9.F62806.Y2324 set up for fiscal year 2324.
<input checked="" type="checkbox"/> Current FiSH File (F70393)	DPS44.GQ.F70393.FISH.CURRENT	✓ DPS44.GQ.F70393.FISH.CURRENT set up for fiscal year 2324.

Downloading Files in the Background Tables (Appendices) Tab

The Background Tables (Appendices) tab is used to download files from the FLDOE, such as industry certs, country codes, etc., that are not found on NWRDC.

1. Click the **Background Tables (Appendices)** tab.

- Alternate Membership
- Background Tables (Appendices)**
- District Options
- FES Payment File Upload
- FES Student List File Upload
- Florida Files (NWRDC)
- Local EOC
- Magic Batch School Control
- Pre-ID
- Survey Dates
- Term Dates

This program loads data into the various background Focus tables used for Florida Reports based off the files available from the DOE Website (Not Found On NWRDC). Download Selected

<input type="checkbox"/> Files	Last Updated
<input type="checkbox"/> Attendance Recordkeeping Required Codes for Grades PK-12 Students (K12 Appendix A)	
<input type="checkbox"/> Attendance Recordkeeping Required Codes for Adult Students (K12 Appendix B)	
<input type="checkbox"/> District Names (K12 Appendix C)	
<input type="checkbox"/> Country Codes (K12 Appendix G)	
<input type="checkbox"/> State Codes (K12 Appendix H)	
<input type="checkbox"/> Test Name Table (K12 Appendix I)	
<input type="checkbox"/> Test Subject Content Codes (K12 Appendix L)	
<input type="checkbox"/> Languages Codes (K12 Appendix N)	
<input type="checkbox"/> K12 Apprenticeship Sponsor Codes (K12 Appendix O)	
<input type="checkbox"/> Definitions for Incident Reporting (K12 Appendix P)	
<input type="checkbox"/> United States Commonwealth and Territories (K12 Appendix Q)	
<input type="checkbox"/> Career and Professional Academies Registered with FLDOE (K12 Appendix Y)	
<input type="checkbox"/> Florida K12 Industry Certifications (K12 Appendix Z)	
<input type="checkbox"/> Courses Eligible for ELL Weighted FTE (K12 Appendix DD)	
<input type="checkbox"/> Career and Prof. Ed Act Career-Themed Courses & Ind. Certs Reg. with DOE (K12 Appendix FF)	
<input type="checkbox"/> English Language Learners – Instructional Models Approach (K12 Appendix HH)	
<input type="checkbox"/> Florida Industry Certifications (K12 Appendix Z & WDIS Z)	
<input type="checkbox"/> Adult High School Co-enrolled Course List (WDIS Appendix D)	
<input type="checkbox"/> Cost Reporting Code-Postsecondary (WDIS Appendix G)	
<input type="checkbox"/> Postsecondary School of Enrollment (WDIS Appendix H)	
<input type="checkbox"/> WDIS Apprenticeship Sponsor Codes (WDIS Appendix O)	
<input type="checkbox"/> AGE, Integrated Educational Training Program Numbers (WDIS Appendix P)	
<input type="checkbox"/> Career Education Programs with Occupational Completion Points (WDIS Appendix S)	
<input type="checkbox"/> WDIS Industry Certifications (WDIS Appendix Z)	
<input type="checkbox"/> WDIS Perkins Industry Certifications (WDIS Appendix ZZ)	

2. Select the files to download, or select the **Files** check box in the column header to download all files.

3. Click **Download Selected**.

This program loads data into the various background Focus tables used for Florida Reports based off the files available from the DOE Website (Not Found On NWRDC).

Download Selected

<input checked="" type="checkbox"/> Files	Last Updated
<input checked="" type="checkbox"/> Attendance Recordkeeping Required Codes for Grades PK-12 Students (K12 Appendix A)	
<input checked="" type="checkbox"/> Attendance Recordkeeping Required Codes for Adult Students (K12 Appendix B)	
<input checked="" type="checkbox"/> District Names (K12 Appendix C)	
<input checked="" type="checkbox"/> Country Codes (K12 Appendix G)	
<input checked="" type="checkbox"/> State Codes (K12 Appendix H)	
<input checked="" type="checkbox"/> Test Name Table (K12 Appendix I)	
<input checked="" type="checkbox"/> Test Subject Content Codes (K12 Appendix L)	
<input checked="" type="checkbox"/> Languages Codes (K12 Appendix N)	
<input checked="" type="checkbox"/> K12 Apprenticeship Sponsor Codes (K12 Appendix O)	
<input checked="" type="checkbox"/> Definitions for Incident Reporting (K12 Appendix P)	
<input checked="" type="checkbox"/> United States Commonwealth and Territories (K12 Appendix Q)	
<input checked="" type="checkbox"/> Career and Professional Academies Registered with FLDOE (K12 Appendix Y)	
<input checked="" type="checkbox"/> Florida K12 Industry Certifications (K12 Appendix Z)	
<input checked="" type="checkbox"/> Courses Eligible for ELL Weighted FTE (K12 Appendix DD)	
<input checked="" type="checkbox"/> Career and Prof. Ed Act Career-Themed Courses & Ind. Certs Reg. with DOE (K12 Appendix FF)	
<input checked="" type="checkbox"/> English Language Learners – Instructional Models Approach (K12 Appendix HH)	
<input checked="" type="checkbox"/> Florida Industry Certifications (K12 Appendix Z & WDIS Z)	
<input checked="" type="checkbox"/> Adult High School Co-enrolled Course List (WDIS Appendix D)	
<input checked="" type="checkbox"/> Cost Reporting Code-Postsecondary (WDIS Appendix G)	
<input checked="" type="checkbox"/> Postsecondary School of Enrollment (WDIS Appendix H)	
<input checked="" type="checkbox"/> WDIS Apprenticeship Sponsor Codes (WDIS Appendix O)	
<input checked="" type="checkbox"/> AGE, Integrated Educational Training Program Numbers (WDIS Appendix P)	
<input checked="" type="checkbox"/> Career Education Programs with Occupational Completion Points (WDIS Appendix S)	
<input checked="" type="checkbox"/> WDIS Industry Certifications (WDIS Appendix Z)	
<input checked="" type="checkbox"/> WDIS Perkins Industry Certifications (WDIS Appendix ZZ)	

A green check mark is displayed next to each file that was successfully downloaded.

This program loads data into the various background Focus tables used for Florida Reports based off the files available from the DOE Website (Not Found On NWRDC).

Download Selected

<input checked="" type="checkbox"/> Files	Last Updated
<input checked="" type="checkbox"/> Attendance Recordkeeping Required Codes for Grades PK-12 Students (K12 Appendix A)	✓ 55 records loaded into FL_APPENDIX_A
<input checked="" type="checkbox"/> Attendance Recordkeeping Required Codes for Adult Students (K12 Appendix B)	✓ 36 records loaded into FL_APPENDIX_B
<input checked="" type="checkbox"/> District Names (K12 Appendix C)	✓ 82 records loaded into FL_APPENDIX_C
<input checked="" type="checkbox"/> Country Codes (K12 Appendix G)	✓ 288 records loaded into FL_APPENDIX_G
<input checked="" type="checkbox"/> State Codes (K12 Appendix H)	✓ 52 records loaded into FL_APPENDIX_H
<input checked="" type="checkbox"/> Test Name Table (K12 Appendix I)	✓ 52 records loaded into FL_APPENDIX_I
<input checked="" type="checkbox"/> Test Subject Content Codes (K12 Appendix L)	✓ 786 records loaded into FL_APPENDIX_L
<input checked="" type="checkbox"/> Languages Codes (K12 Appendix N)	✓ 387 records loaded into FL_APPENDIX_N
<input checked="" type="checkbox"/> K12 Apprenticeship Sponsor Codes (K12 Appendix O)	✓ 75 records loaded into FL_APPENDIX_O
<input checked="" type="checkbox"/> Definitions for Incident Reporting (K12 Appendix P)	✓ 31 records loaded into FL_APPENDIX_P
<input checked="" type="checkbox"/> United States Commonwealth and Territories (K12 Appendix Q)	✓ 20 records loaded into FL_APPENDIX_Q
<input checked="" type="checkbox"/> Career and Professional Academies Registered with FLDOE (K12 Appendix Y)	✓ 1882 records loaded into FL_APPENDIX_Y
<input checked="" type="checkbox"/> Florida K12 Industry Certifications (K12 Appendix Z)	✓ 667 records loaded into FL_APPENDIX_Z
<input checked="" type="checkbox"/> Courses Eligible for ELL Weighted FTE (K12 Appendix DD)	✓ 538 records loaded into FL_APPENDIX_DD
<input checked="" type="checkbox"/> Career and Prof. Ed Act Career-Themed Courses & Ind. Certs Reg. with DOE (K12 Appendix FF)	✓ 12628 records loaded into FL_APPENDIX_FF
<input checked="" type="checkbox"/> English Language Learners – Instructional Models Approach (K12 Appendix HH)	✓ 6 records loaded into FL_APPENDIX_HH
<input checked="" type="checkbox"/> Florida Industry Certifications (K12 Appendix Z & WDIS Z)	✓ All Industry Certs at up to date in FLORIDA_INDUSTRY_CERTIFICATIONS!
<input checked="" type="checkbox"/> Adult High School Co-enrolled Course List (WDIS Appendix D)	✓ 91 records loaded into WDIS_APPENDIX_D

Setting Options the Survey Dates Tab

The Survey Dates tab is used to set the default dates for each survey, used in verification reports and to generate extracts. Setting the dates for each survey period will ensure all users in the district are viewing the available reports for the appropriate time frames and that the system is looking at the data tables for the appropriate time frames.

1. Click the **Survey Dates** tab.

Search

- Alternate Membership
- Background Tables (Appendices)
- District Options
- FES Payment File Upload
- FES Student List File Upload
- Florida Files (NWRDC)
- Local EOC
- Magic Batch School Control
- Pre-ID
- Survey Dates**
- Term Dates

Set the available date fields to be defaulted to district wide for all surveys. Set Dates

Survey: Survey 1

Effective Date: June 28 2023

Survey Window Start: June 28 2023

Survey Window End: June 28 2023

2. Select the **Survey** in the pull-down.
3. Select the default **Effective Date** for the survey (date certain for the selected survey).
4. Select the default **Survey Window Start** and **Survey Window End** dates.

For surveys 2 and 3, the survey window is the 11-day window. For survey 5, it is the full year.

5. Click **Set Dates**.

Set the available date fields to be defaulted to district wide for all surveys. Set Dates

Survey: Survey 2

Effective Date: October 21 2022

Survey Window Start: October 10 2022

Survey Window End: October 21 2022

6. Repeat the process for other surveys.

If a user changes the survey dates on a screen, the screen will remember the dates the user has set. To prevent users from changing the default survey dates, select the option "Verification Reports - Hide date inputs on verification report screens" in the [District Options](#) tab.

Setting Options in the Alternate Membership Tab

The Alternate Membership tab is used to set alternate membership survey dates for specific schools. Only use this tab if approved by the DOE.

1. Click the **Alternate Membership** tab.

Search

Alternate Membership

Background Tables (Appendices)

District Options

FES Payment File Upload

FES Student List File Upload

Florida Files (NWRDC)

Local EOC

Magic Batch School Control

Pre-ID

Survey Dates

Term Dates

This interface is for setting alternate membership survey dates. Only use if approved by DOE.

Export

Filter: OFF

Save Records

Survey	School	Effective Date	Survey Window Start	Survey Window End
Survey 1	1111 - Emplo...	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy

2. Select the **Survey**.

3. Select the appropriate **School**.

4. Enter the **Effective Date** for the survey or select it from the calendar icon.

5. Enter the **Survey Window Start** and **Survey Window End** dates or select them from the calendar icons.

This interface is for setting alternate membership survey dates. Only use if approved by DOE.

Export

Filter: OFF

Save Records

Survey	School	Effective Date	Survey Window Start	Survey Window End
Survey 2	Owl Juven. ...	10/14/2022	10/03/2022	10/14/2022

6. Press **Enter** to add the row.

7. Click **Save Records**.

Save Records

Export
Filter: OFF

Survey	School	Effective Date	Survey Window Start	Survey Window End
Survey 1	1111 - Emplo...	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy
Survey 2	Owl Juven. ...	10/14/2022	10/03/2022	10/14/2022

Setting Options in the Pre-ID Tab

The Pre-ID tab contains optional settings for the pre-ID extracts. These should be set before generating the pre-ID extracts.

1. Click the **Pre-ID** tab.

Search

- Alternate Membership
- Background Tables (Appendices)
- District Options
- FES Payment File Upload
- FES Student List File Upload
- Florida Files (NWRDC)
- Local EOC
- Magic Batch School Control
- Pre-ID**
- Survey Dates
- Term Dates

Select the desired Pre-ID extract options to use in the current school year.
Set Pre-ID Options

Output the selected field for the 'District Use' element:

School Title

Pre-ID Extract Option

☐ Include schools set as Homeschool (N998, 9998) in FSA Pre-ID Extracts.

☐ Include schools set as Private School (N999,9999) in Pre-ID Extracts.

☐ Include adult (grades 30 & 31) students.

☐ Include all students that have taken an EOC course and have not taken the test (Geometry, Biology I, Civics, U.S. History, Civic Literacy).

☐ Include students taking courses 'International Baccalaureate History of the Americas (2100800)' and 'International Baccalaureate Contemporary History 2 (2109805)' for the FCLE Pre-ID.

2. Select the check box next to each extract option you want to enable. These options will be set for all pre-ID formats pulled.

i If the option "Include schools set as Homeschool (N998, 9998) in FSA Pre-ID Extracts" is not selected, homeschool students will not pull in pre-ID extracts. If pulling homeschool students, the district will need to send students to FLEID as well.

3. Click **Set Pre-ID Options**.

Select the desired Pre-ID extract options to use in the current school year.
Set Pre-ID Options

Output the selected field for the 'District Use' element:

School Title

Pre-ID Extract Option

☒ Include schools set as Homeschool (N998, 9998) in FSA Pre-ID Extracts.

☒ Include schools set as Private School (N999,9999) in Pre-ID Extracts.

☐ Include adult (grades 30 & 31) students.

☒ Include all students that have taken an EOC course and have not taken the test (Geometry, Biology I, Civics, U.S. History, Civic Literacy).

☒ Include students taking courses 'International Baccalaureate History of the Americas (2100800)' and 'International Baccalaureate Contemporary History 2 (2109805)' for the FCLE Pre-ID.

A green check mark displays next to the options that were set.

Select the desired Pre-ID extract options to use in the current school year.

Pre-ID Extract Option

Output the selected field for the 'District Use' element:

School Title

☒ Include schools set as Homeschool (N998, 9998) in FSA Pre-ID Extracts.

☒ Include schools set as Private School (N999,9999) in Pre-ID Extracts.

☐ Include adult (grades 30 & 31) students.

☒ Include all students that have taken an EOC course and have not taken the test (Geometry, Biology I, Civics, U.S. History, Civic Literacy).

✓ Pre-ID option set.

✓ Pre-ID option set.

✓ Pre-ID option set.

✓ Pre-ID option set.

✓ Pre-ID option set.

Set Pre-ID Options

Setting Options in the Local EOC Tab

The Local EOC tab is used if the district has local end of course exams that need to be processed similarly to state EOCs.

1. Click the **Local EOC** tab.

Search

Alternate Membership

Background Tables (Appendices)

District Options

FES Payment File Upload

FES Student List File Upload

Florida Files (NWRDC)

Local EOC

Magic Batch School Control

Pre-ID


Survey Dates

Term Dates

Use this page to mark tests and their applicable parts as being considered a "Local EOC".

EOC Test [Short Name - Title]	EOC Test Part [Short Name - Title (Subject Code)]
+ N/A	N/A

2. Next to the plus sign, select the local **EOC Test**.

 The pull-down is populated from tests set up in Assessment > Standardized Tests.

3. Select the **EOC Test Part**.

4. Click the + sign.

Use this page to mark tests and their applicable parts as being considered a "Local EOC".

EOC Test [Short Name - Title]	EOC Test Part [Short Name - Title (Subject Code)]
- OLE - Oral Language Evaluation - OLE	OLE - RS 18 (18)
<div><div><div>+</div></div>LT - Local Test</div>	VO - Vocabulary (VOCAB)

Florida Reports Setup

Page 8

The test is added to the list. A new plus sign row is available to add another test.

Use this page to mark tests and their applicable parts as being considered a "Local EOC".

EOC Test [Short Name - Title]	EOC Test Part [Short Name - Title (Subject Code)]
- LT - Local Test	VO - Vocabulary (VOCAB)
- OLE - Oral Language Evaluation - OLE	OLE - RS 18 (18)
+ N/A	N/A

Setting Options in the District Options Tab

The District Options tab contains options used in various Florida Reports programs.

1. Click the **District Options** tab.

Search

Alternate Membership
 Background Tables (Appendices)
 District Options
 FES Payment File Upload
 FES Student List File Upload
 Florida Files (NWRDC)
 Local EOC
 Magic Batch School Control
 Pre-ID
 Survey Dates
 Term Dates

Select the desired Florida State Reporting options to use in the current school year.

Set Florida Options
 Rollover Florida Options

District Name: Focus County Schools

☒ Variable Course Number Lengths (Length 7~n)
 Time to Check for New O-files: Y
 FTE Threshold: 0.0000
 Comparable Wage Factor (CWF): 0.0000

☐ Small District Factor (SDF)
 ☐ Scale FTE in surveys 2 & 3 based on number of days in term.
 ☐ Carry over DJJ survey 2 & 3 days to summer sessions
 ☐ Cap FTE to 250 minutes for 09-12 Blended Learning Courses over 250 Class Minutes, Weekly.
 ☐ Check semester content when pulling and comparing virtual schedules and grades in survey 4
 ☐ Allow non Course History grades to match to inactive virtual schedules for survey 4
 ☐ Limit grade records pulled to only those marked as course history for survey 4
 ☐ Do not pull records with WF or WP course grades in survey 4
 ☐ Do not pull active virtual schedule records with no grade records in survey 4
 ☐ Pull dismissed ESE students as Active if their Virtual Grade Completion date falls in between their placement and dismissal dates for their primary exceptionality in survey 4
 ☐ Verification Reports - Output errors for fields with missing data that get defaults in the extracts
 ☐ Verification Reports - Output errors for fields with missing data and an incorrect default code set
 ☐ Verification Reports - Hide date inputs on verification report screens.
 Verification Reports - Max Number of Error Records to Display per Edit: Y
 ☐ Class Size Report - Do not use Rotation Days
 ☐ DMV - Send Gradelevels 30 & 31
 ☐ DMV - Allow Users to Pull Second School Enrollment Records
 ☐ Enrollment Discrepancies - Do not show future enrollment records.
 ☐ Process Assessments - Exam grade records created will be school specific
 ☐ Process Assessments - Check Administration Test Level field in addition to Grade Level.

2. Select the district options as needed.

Option	Description
District Name	Enter the district name to display on reports that are printed from FTE Summary Reports (Breakdown).
Variable Course Number Lengths (Length 7~n)	Select this option if your district uses variable course number lengths in the Course Catalog. The Class Size Report will look

Option	Description
	separately at sections using an 8th/9th digit for course identification.
Time to Check for New O-files	Enter the time to check for new O-files. By default, this is set to 8:00 AM, as recommended by the DOE. Change the time as needed, such as changing it to 7:00 AM for districts in the Central time zone.
FTE Threshold	The FTE Threshold defaults to .5. Change this number as needed. This is used in FTE Summary Reports (Breakdown).
Comparable Wage Factor (CWF)	Enter the Comparable Wage Factor. This is used to view an adjusted FTE calculation on reports.
Small District Factor (SDF)	Select this option to enable the small district factor in the FTE calculation.
Scale FTE in surveys 2 & 3 based on number of days in term.	By default, Focus assumes there are 90 days in semester 1 and 90 days in semester 2. If this is not the case for your district, select this option to use the actual days in each term and scale FTE accordingly for surveys 2 and 3. Using this district option will scale the FTE regardless of instructional hours being met if less than the 180 (FY), 90 (SEM) days in term. If scheduled as quarter (QTR) and days in term are < 45, this option will scale FTE down. If days in term (QTR) are > 45, then this option will scale FTE up.
Carry over DJJ survey 2 & 3 days to summer sessions	Select this option to carry over any excess DJJ survey 2 and 3 days (over the 180) into the summer session.
Cap FTE to 250 minutes for 09-12 Blended Learning Courses over 250 Class Minutes, Weekly	Select this option to report 250 minutes if a section is flagged as blended learning but has more than 250 class weekly minutes on the schedule.
Check semester content when pulling and comparing virtual schedules and grades in survey 4	Select this option to factor the "Semester Content" field when pulling and linking schedule versus grade records in Survey 4.
Allow non Course History grades to match to	Select this option to match inactive virtual

Option	Description
inactive virtual schedules for survey 4	scheduled. By default, Focus doesn't match inactive virtual students on anything other than CH grades.
Limit grade records pulled to only those marked as course history for survey 4	Select this option to limit grades records pulled to those marked as course history. For active schedules, Focus pulls non course history grades which limits active and inactive to only course history.
Do not pull records with WF or WP course grades in survey 4	Select this option to ensure WF and WP course grades are not pulled for Survey 4.
Do not pull active virtual schedule records with no grade records in survey 4	Select this option to exclude virtual school schedule records where the student is actively enrolled in a course but no grades have been posted for the course. This will prevent 1P errors in survey 4.
Pull dismissed ESE students as Active if their Virtual Grade Completion date falls in between their placement and dismissal dates for their primary exceptionality in survey 4	Select this option to pull dismissed ESE students as active for survey 4 if their Virtual Grade Completion date falls between their placement and dismissal dates for their primary exceptionality.
Verification Reports - Output errors for fields with missing data that get defaults in the extracts	<p>Select this option to display errors on the DOE Data Verification Reports for fields that have missing data but will be filled with the default value in the extracts. This is useful if you want to see the fields that have missing data so that you can correct them in Focus.</p> <p>Note: The state reporting default value for a field is set in Students > Student Fields in the State Reporting Fallback Value option on the field. This can be reviewed on the K12 Extract Field Defaults report.</p>
Verification Reports - Output errors for fields with missing data and an incorrect default code set	Select this option to display errors on the DOE Data Verification Reports for fields that have null values and/or is not set according to DOE rules.
Verification Reports - Hide date inputs on verification report screens	Select this option to hide the date inputs on the DOE Data Verification Reports screen. The survey dates defined in the Survey Dates tab on the Florida Reports Setup screen will

Option	Description
	be used when users run the verification reports. This prevents users from inputting incorrect dates when running the verification reports.
Verification Reports - Max Number of Error Records to Display per Edit	Enter the maximum number of error records that display in Verification Reports.
Class Size Report - Do not use Rotation Days	Select this option to show all days on the report for schools that use rotation days. This allows both A and B day classes to appear on the report and not be dependent on the calendar day.
DMV - Send Gradelevels 30 & 31	Select this option if students under the age of 18 who are enrolled in a CTE/Post-Secondary school with a grade level of 30 or 31 should be considered for license suspension and included in the DMV report.
DMV - Allow Users to Pull Second School Enrollment Records	Select this option if attendance at a student's second school of enrollment should be considered when sending DMV files, for example for a co-enrolled home school student who goes to public school for at least one period and exceeds the absence threshold.
Enrollment Discrepancies - Do not show future enrollment records.	Select this option to not show future enrollment records on the Enrollment Discrepancies screen.
Process Assessments - Exam grade records created will be school specific	Select this option to create an exam record for each schedule record the student has for the course associated with the EOC. This option is not recommended as it will create duplicate exam records if a student has two semesters of a course or a schedule change for the course.
Process Assessments - Check Administration Test Level field in addition to Grade Level.	Select this option to check the test level field on the Test History screen in addition to the grade level set on Student Enrollment.
Process Assessments - Do not output student listings after process completion.	Select this option to display a count of updated students rather than listing each student in the built-in Process Assessment

Option	Description
	scheduled job's execution history.
Process Assessments - Set ELA Passed Flag & Date Field For Students With An ESE Test Waiver for ELA.	Select this option to set the ELA passed flag and date field for students with an ESE test waiver for ELA.
Process Assessments - Set ALG I Passed Flag & Date Field For Students With An ESE Test Waiver for ALG I.	Select this option to set the Algebra 1 passed flag and date field for students with an ESE test waiver for Algebra 1.
Process Assessments - Default Effective Date (Used for ESOL Graduation Pathway & Students With An ESE Test Waiver)	<p>When "No Default Effective Date (Displays Date Picker in Interface)" is selected, the Effective Date (Used for ESOL Graduation Pathway) date picker will be available in Florida Reports > Process Assessments > FSA/FST ELA tab, as well as the Effective Date (ESOL Graduation Pathway/ESE Test Waiver) date picker for the Process Assessments scheduled job.</p> <p>The date picker will be hidden if another option is selected.</p>
Teachers In/Out of Field - Require inclusion teachers to meet any additional course requirements	Select this option if inclusion teachers must meet additional requirements (set on the course in the Course Catalog) in order to be considered "In Field." These are additional ESE requirements in addition to core certification requirements.
Teachers In/Out of Field - Allow Affidavit for Autism to satisfy 100% ASD requirements	Select this option if the affidavit can be used in place of the ASD endorsement or certification.
Teachers In/Out of Field - Allow Affidavit for Pre-K/Disabilities to be equivalent to the Pre-K/Disabilities Endorsement.	Select this option if the affidavit can be used in place of the Pre-K/Disabilities endorsement or certification.
Teachers In/Out of Field - Flag classes as Gifted on:	Select whether the Gifted certification will be considered at the course level or by looking at the flag on the section.
Teachers In/Out of Field - Determine 100% ASD by:	Select whether the count for 100% ASD students is determined at the Section level, or is determined by the teacher's Class-Period caseload or Full Day caseload.

Option	Description
Teachers In/Out of Field - Bypass certification level check against enrolled students grade level.	Select this check box if the teacher's certification level should not be checked against the grade levels of students enrolled in their classes.
Teachers In/Out Field - Check ESE certifications for Inclusion (Scheduling Method 'I') Teachers.	Select this check box to check the ESE certifications for inclusion teachers (teachers with a scheduling method of I).
Teachers In/Out Field - Flag teachers missing reading endorsement as out-of-field if teaching Tier 3 Reading Intervention students.	Select this check box to flag teachers who are missing the reading endorsement as out-of-field if they are teaching Tier 3 Reading Intervention students.
Teachers In/Out Field - Ignore ESOL Hours Completed when determining ESOL Endorsement.	Select this check box to ignore ESOL hours completed when determining a teacher's ESOL endorsement.
In/Out Field Report Page Size (If left blank default will be 20)	Enter the the number of records to display per page on the In/Out Field Report.
Pull Industry Certifications from Course History	Select this option if Focus should pull a student's Industry Certifications from Course History, in addition to the student's schedule and the student logging fields. This could result in duplicate records.
Print control characters on text files downloaded through DOE & Error Reports	This option is district-specific for the purpose of downloading files, and should be left unselected in most cases.
Number of Days Until File in School Folder Expires	Enter the number of days a file will be available in the School Folder on the Portal before it expires and is removed, or leave none selected.
WDIS - Pulling Survey F 202X-202X from current school year 202X-202X	Select this option to pull survey F data in the current school year.
WDIS - Hours reported as next highest integer value (ceiling) rather than regular rounding	Select this option to round up hours if there is a split in the summer. (15 hours crossover June/July would report 7.5 in each survey. With this option, 8 hours would be reported in each survey, which would total 16 and not 15.)
WDIS - Disable AGE Attendance Threshold	Select this option to disable the requirement

Option	Description
Policy	that students have ten hours of attendance before being reported.
WDIS - Assume Scheduled Hours for Missing Attendance Information	<p>If the district does not use Focus for attendance or if attendance data is missing, select this option to assume the scheduled hours.</p> <p>Caution: Setting this option will count hours when period attendance is null.</p>
WDIS - Pull test data based on test date range instead of survey date range	Select this option to pull test data based on the test date ranges set in the Survey Dates tab when generating the extract instead of the defined survey window.
WDIS - Disable AGE 30 Day Schedule Validation	When selected, Focus will not check schedule records when evaluating the data but will consider the WDIS survey dates set on the Survey Dates tab; therefore, if a student dropped an ABE course over 30 days ago and in the same WDIS Survey window, that student cannot be rescheduled into the same section.
WDIS - Disable Fiscal Split Extract Logic	When selected, Focus will not split and duplicate sections created in June to make the second copy of sections for July when reporting.
WDIS - Pull log field certs from all school years (Default Pulls Curent and Previous Years)	Select this option to pull data from any school year as opposed to being limited to the current and previous school year.
WDIS - Don't pull test records that are missing an Adult Education Function Level.	When selected, Focus will not pull test records with a missing Adult Education Function Level to prevent errors with edit 22.
PEER Export - Max Days Ahead of Effective Date (Max 14)	Enter the maximum number of days ahead of the effective date to consider for the PEER export.
PEER Import - Allow PEER import to update the Focus database when the PEER file contains a zero or NULL. (Does NOT apply to date fields)	Select this option to allow the PEER import to update fields in the Focus database when the PEER file contains a zero or null (excludes date fields).

Option	Description
PEER Import - Select which elements Peer Nightly Job will import, left blank ALL elements will import:	Select the fields that should be imported for the Peer manual process (Import Peer Data) and the Florida Peer Nightly Import job via Setup > Scheduled Jobs.

3. Click **Set Florida Options** to save the selections.

A green check mark displays next to the options that were set.

Search

Alternate Membership

Background Tables (Appendices)

District Options

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FES Student List File Upload

Florida Files (NWRDC)

Local EOC

Magic Batch School Control

Pre-ID

Survey Dates

Term Dates

Select the desired Florida State Reporting options to use in the current school year.

Set Florida Options

Rollover Florida Options

Florida State Reporting Option

District Name: Focus County Schools

☒ Variable Course Number Lengths (Length 7~n)

Florida option set.

Time to Check for New O-files: Y

☐ Florida option unable to be set.

FTE Threshold: 0.0000

☐ Florida option set.

Comparable Wage Factor (CWF): 0.0000

☐ Florida option set.

☐ Small District Factor (SDF)

☐ Florida option set.

☐ Scale FTE in surveys 2 & 3 based on number of days in term.

☐ Florida option set.

☐ Carry over DJJ survey 2 & 3 days to summer sessions

☐ Florida option set.

☐ Cap FTE to 250 minutes for 09-12 Blended Learning Courses over 250 Class Minutes, Weekly.

☐ Florida option set.

☐ Check semester content when pulling and comparing virtual schedules and grades in survey 4

☐ Florida option set.

☐ Allow non Course History grades to match to inactive virtual schedules for survey 4

☐ Florida option set.

4. To copy over the the options set in the current year to the next school year, click **Rollover Florida Options**.

Search

Alternate Membership

Background Tables (Appendices)

District Options

FES Payment File Upload

FES Student List File Upload

Florida Files (NWRDC)

Local EOC

Magic Batch School Control

Pre-ID

Survey Dates

Term Dates

Select the desired Florida State Reporting options to use in the current school year.

Set Florida Options

Rollover Florida Options

Florida State Reporting Option

District Name: Focus County Schools

☒ Variable Course Number Lengths (Length 7~n)

Time to Check for New O-files: Y

FTE Threshold: 0.0000

Comparable Wage Factor (CWF): 0.0000

☐ Small District Factor (SDF)

☐ Scale FTE in surveys 2 & 3 based on number of days in term.

☐ Carry over DJJ survey 2 & 3 days to summer sessions

☐ Cap FTE to 250 minutes for 09-12 Blended Learning Courses over 250 Class Minutes, Weekly.

☐ Check semester content when pulling and comparing virtual schedules and grades in survey 4

☐ Allow non Course History grades to match to inactive virtual schedules for survey 4

☐ Limit grade records pulled to only those marked as course history for survey 4

☐ Do not pull records with WF or WP course grades in survey 4

☐ Do not pull active virtual schedule records with no grade records in survey 4

☐ Pull dismissed ESE students as Active if their Virtual Grade Completion date falls in between their placement and dismissal dates for their primary exceptionality in survey 4

☐ Verification Reports - Output errors for fields with missing data that get defaults in the extracts

☐ Verification Reports - Output errors for fields with missing data and an incorrect default code set

☐ Verification Reports - Hide date inputs on verification report screens.

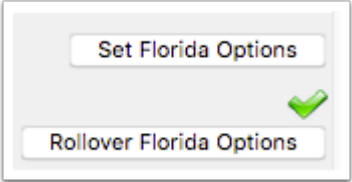
Verification Reports - Max Number of Error Records to Display per Edit: Y

☐ Class Size Report - Do not use Rotation Days

☐ DMV - Send Gradelevels 30 & 31

☐ DMV - Allow Users to Pull Second School Enrollment Records

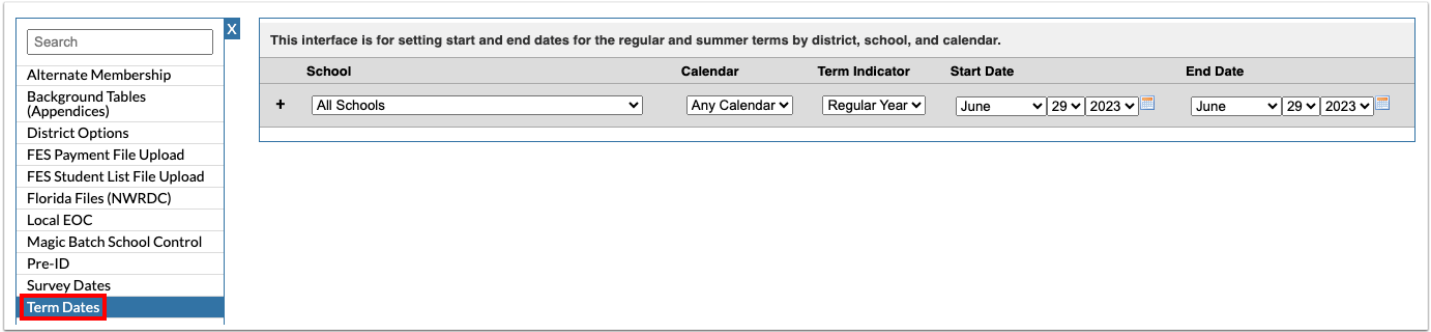
A green check mark displays above the button when the process is finished.



Setting Options in the Term Dates Tab

The Term Dates tab is used to set the term dates for the regular school year and for summer sessions for use in Florida Reports. This is used when schools have varying start and end dates for summer schools and these dates should be looked at instead of the survey dates already set up for the specific survey.

1. Click the **Term Dates** tab.



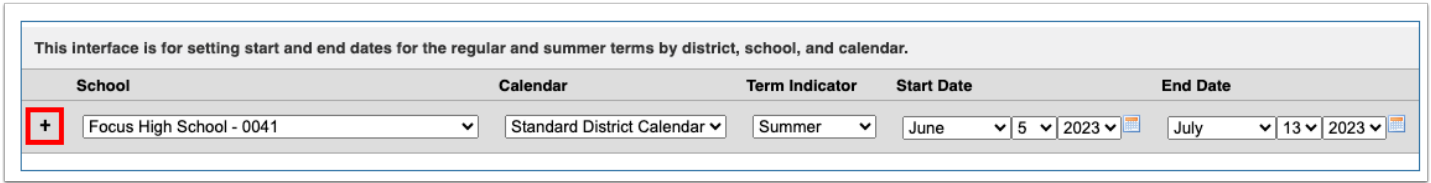
2. Select the specific **School** to set the dates for, or select **All Schools** to set the dates for all district schools.

3. Select the specific **Calendar** to set the dates for, or select **Any Calendar** to set the dates for all calendars.

4. In the **Term Indicator** pull-down, select **Regular Year** to set the dates for the regular school year or select **Summer** to set the dates for the summer session.

5. Select the **Start Date** and **End Date** of the term using the pull-downs or calendar icon.

6. Click the + icon to add the row.



Another blank row is now available to define additional term dates as needed.

This interface is for setting start and end dates for the regular and summer terms by district, school, and calendar.

School	Calendar	Term Indicator	Start Date	End Date
- Focus High School - 0041	Standard District Calendar	Summer	06/05/2023	07/13/2023
+ Focus High School - 0041	Standard District Calendar	Summer	June 5 2023	July 13 2023

Setting Options in the Magic Batch School Control tab

The Magic Batch School Control tab allows districts to control which schools are included/excluded in the Magic Batch process based on the extract area, survey, format, and school number element type.

1. Click the **Magic Batch School Control** tab.

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This interface is for defining the MSID School Numbers the district would like to include or exclude from the Florida Reports Extracts Magic Batch process. (Previously Contracted Module)

This interface is for defining the applicable MSID School Numbers for the 'School Number, *****' elements in the various extract formats. With these school numbers defined, the magic process excludes or includes the O-File/D-File records that do not or do have the values defined here for the 'School Number, *****' elements.

This interface should be used in cases wherein Focus is not the main submitting system for Florida Reports Extracts or there exist records that reside in external systems. Records designated as 'Include' take priority over 'Exclude' records; meaning the use of 'Include' will only pull the schools designated as such from the O/D-Files. This listing is school year specific; clicking the 'Rollover School Listing' button will copy the current school year entries (2022-2023) to the next school year (2023-2024).

Save Records Rollover School Listing

Export Filter: OFF

MSID School Number	Include/Exclude School	Area(s)	Survey(s)	Format(s)	School Number Element Types
	Include				

2. In the blank row, enter the **MSID School Number**.

3. Select whether to **Include** or **Exclude** the school from the Magic Batch process.

4. Select the specific **Area(s)** to include or exclude the school from.

5. Select the specific **Survey(s)** to include or exclude the school from.

6. Select the specific **Format(s)** to include or exclude the school from.



7. Select the specific **School Number Element Types** to include or exclude the school from.

This interface is for defining the MSID School Numbers the district would like to include or exclude from the Florida Reports Extracts Magic Batch process. (Previously Contracted Module)

This interface is for defining the applicable MSID School Numbers for the 'School Number, *****' elements in the various extract formats. With these school numbers defined, the magic process excludes or includes the O-File/D-File records that do not or do have the values defined here for the 'School Number, *****' elements.

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Save Records Rollover School Listing

Export   Filter: OFF

MSID School Number	Include/Exclude School	Area(s)	Survey(s)	Format(s)	School Number Element Types
	Include				

8. Press **Enter** to add the row.



9. Click **Save Records**.

This interface is for defining the MSID School Numbers the district would like to include or exclude from the Florida Reports Extracts Magic Batch process. (Previously Contracted Module)

This interface is for defining the applicable MSID School Numbers for the 'School Number, *****' elements in the various extract formats. With these school numbers defined, the magic process excludes or includes the O-File/D-File records that do not or do have the values defined here for the 'School Number, *****' elements.

This interface should be used in cases wherein Focus is not the main submitting system for Florida Reports Extracts or there exist records that reside in external systems. Records designated as 'Include' take priority over 'Exclude' records; meaning the use of 'Include' will only pull the schools designated as such from the O/D-Files. This listing is school year specific; clicking the 'Rollover School Listing' button will copy the current school year entries (2022-2023) to the next school year (2023-2024).

Save Records Rollover School Listing

Export   Filter: OFF

MSID School Number	Include/Exclude School	Area(s)	Survey(s)	Format(s)	School Number Element Types
	Include				
1234	Include	PK-12	Survey 1	Exceptional ...	School Number, Current Enrollment



10. To roll over current school year entries to the next school year, click **Rollover School Listing**.

This interface is for defining the MSID School Numbers the district would like to include or exclude from the Florida Reports Extracts Magic Batch process. (Previously Contracted Module)

This interface is for defining the applicable MSID School Numbers for the 'School Number, *****' elements in the various extract formats. With these school numbers defined, the magic process excludes or includes the O-File/D-File records that do not or do have the values defined here for the 'School Number, *****' elements.

This interface should be used in cases wherein Focus is not the main submitting system for Florida Reports Extracts or there exist records that reside in external systems. Records designated as 'Include' take priority over 'Exclude' records; meaning the use of 'Include' will only pull the schools designated as such from the O/D-Files. This listing is school year specific; clicking the 'Rollover School Listing' button will copy the current school year entries (2022-2023) to the next school year (2023-2024).

Save Records Rollover School Listing

Export   Filter: OFF

MSID School Number	Include/Exclude School	Area(s)	Survey(s)	Format(s)	School Number Element Types
	Include				
1234	Include	PK-12	Survey 1	Exceptional ...	School Number, Current Enrollment

A green check mark will display next to the button to indicate the school entries have been successfully rolled over.

This interface is for defining the MSID School Numbers the district would like to include or exclude from the Florida Reports Extracts Magic Batch process. (Previously Contracted Module)

This interface is for defining the applicable MSID School Numbers for the 'School Number, *****' elements in the various extract formats.


With these school numbers defined, the magic process excludes or includes the O-File/D-File records that do not or do have the values defined here for the 'School Number, *****' elements.

This interface should be used in cases wherein Focus is not the main submitting system for Florida Reports Extracts or there exist records that reside in external systems.

Records designated as 'Include' take priority over 'Exclude' records; meaning the use of 'Include' will only pull the schools designated as such from the O/D-Files.

This listing is school year specific; clicking the 'Rollover School Listing' button will copy the current school year entries (2022-2023) to the next school year (2023-2024).

Save Records

 Rollover School Listing

Export



Filter: OFF

MSID School Number	Include/Exclude School	Area(s)	Survey(s)	Format(s)	School Number Element Types
	Include				
 1234	Include	PK-12	Survey 1	Exceptional ...	School Number, Current Enrollment