



# DOE Data Verification Reports

The DOE 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.

## DOE Data Verification Reports Navigation

 Navigate to Florida Reports > [Florida Reports Setup](#) to determine if other users should see blanks (that will be defaulted on the extract) as errors. If the dates are set in Survey Dates, you should also select **Verification Reports - Hide date inputs on verification report screens**, so dates cannot be edited.

 If you want the Survey Dates to pull in upon running this report, from the **Florida Reports** menu, click [Florida Reports Setup](#), and click the **Survey Dates** tab.

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

Setup	Search...
Students	FASTER
Users	<b>FTE Reports</b>
Scheduling	Print FTE Detail
Grades	FTE Summary Report
Assessment	FTE Null Students
Attendance	Bonus FTE Student Detail
Discipline	Class Size Report
Forms	Teachers In/Out of Field
Billing	FTE Summary Reports (Breakdown)
Eligibility	<b>Verification Reports</b>
Employee Self Service	DOE Data Verification District Usage
<b>Florida Reports</b>	<b>DOE Data Verification Reports</b>
SSS	Staff Payroll Verification Reports
Reports	School Grade Scheduler Reports
	Survey Accuracy Reports
	School Grade Accuracy Reports
	McKay Payment Confirmation Reports
	FES Payment Confirmation Reports

2. Select the applicable **Survey** from the corresponding pull-down. 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:	Effective Date:	Survey Window:	Regular Year:	Summer:	Refresh Report
Survey 3	February 17 2023	From: February 6 2023 To: February 17 2023	Start: August 10 2022 End: May 26 2023	Start: June 5 2023 End: July 31 2023	
<input type="checkbox"/> All Schools <input type="checkbox"/> Show Rules with 0 Errors					

3. The **Effective Date** should be completed with Date Certain. 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:	Effective Date:	Survey Window:	Regular Year:	Summer:	Refresh Report
Survey 3	February 17 2023	From: February 6 2023 To: February 17 2023	Start: August 10 2022 End: May 26 2023	Start: June 5 2023 End: July 31 2023	
<input type="checkbox"/> All Schools <input type="checkbox"/> Show Rules with 0 Errors					

4. The **Survey Window** should be completed with the 11-day attendance window. 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 3 Effective Date: February 17 2023 Survey Window: From: February 6 2023 To: February 17 2023 Regular Year: Start: August 10 2022 End: May 26 2023 Summer: Start: June 5 2023 End: July 31 2023 Refresh Report

☐ All Schools  
☐ Show Rules with 0 Errors

5. You can also define the **Regular Year** and **Summer** dates used for Prior school; these ranges are used to calculate days present and absent for summer and annual terms. 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 3 Effective Date: February 17 2023 Survey Window: From: February 6 2023 To: February 17 2023 Regular Year: Start: August 10 2022 End: May 26 2023 Summer: Start: June 5 2023 End: July 31 2023 Refresh Report


☐ All Schools  
☐ Show Rules with 0 Errors

 The Effective Date, the Survey Window, the Regular Year, and Summer options do not display if you selected **Verification Reports - Hide date inputs on verification report screens** from the Florida Reports > [Florida Reports Setup](#) > **District Options** tab.

Survey: Survey 4 Refresh Report

Search

- Exceptional Student
- Student Course Schedule**
- Student Demographic
- Teacher Course
- Transportation



6. Select the **All Schools** check box to run the data verification reports for all schools in the district. If this check box is not selected, the report runs for the selected school only.

Survey: Survey 3 Effective Date: February 17 2023 Survey Window: From: February 6 2023 To: February 17 2023 Regular Year: Start: August 10 2022 End: May 26 2023 Summer: Start: June 5 2023 End: July 31 2023 Refresh Report

☒ All Schools  
☐ Show Rules with 0 Errors

7. 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: Effective Date: Survey Window: Regular Year: Summer: Refresh Report

Survey 3 February 17 2023 From: February 6 2023 To: February 17 2023 Start: August 10 2022 End: May 26 2023 Start: June 5 2023 End: July 31 2023

☒ All Schools  
☒ Show Rules with 0 Errors

Search

English Language Learners Information  
 Exceptional Student  
 Fed/State Indicator  
 Prior School / Attendance  
 SESIR  
 Student Course Schedule  
 Student Demographic  
 Student Discipline  
 Teacher Course  
 Transportation

0 errors (100%) 01) 'District Number, Current Instruction/Service' 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%) 02) If 'Survey Period Code' is 2, 3 or 5, 'School Number, Current Enrollment' must be numeric in the range 0001 to 9899 (excluding 9001), N998 or N999. (Reject)  
 0 errors (100%) 06) If 'Survey Period Code' is 2 or 3, 'ELL: Entry Date' must be numeric and a valid date less than or equal to the survey date unless zero filled. For survey 5 it must be less than June 3  
 1 errors (99%) 07) If 'Survey Period Code' is 2, 3 or 5, 'ELL: Basis of Entry' code must be A, R, L, or T. (Reject)

## 8. Click Refresh Report.

Survey: Effective Date: Survey Window: Regular Year: Summer: Refresh Report

Survey 3 February 17 2023 From: February 6 2023 To: February 17 2023 Start: August 10 2022 End: May 26 2023 Start: June 5 2023 End: July 31 2023

☒ All Schools  
☒ Show Rules with 0 Errors

7. On the Verification Reports screen, you will notice several tabs along the left; this is a list of Extracts for the selected survey. Each Survey sends different information to the state. Click the following tabs to review data for specific areas, such as English Language Learners Information, Fed/State Indicator, Student Demographic, Student Discipline, Teacher Course, etc. Note: The information displayed here varies upon the Survey selected.

Survey: Effective Date: Survey Window: Regular Year: Summer: Refresh Report

Survey 3 February 17 2023 From: February 6 2023 To: February 17 2023 Start: August 10 2022 End: May 26 2023 Start: June 5 2023 End: July 31 2023

☒ All Schools  
☒ Show Rules with 0 Errors

Search

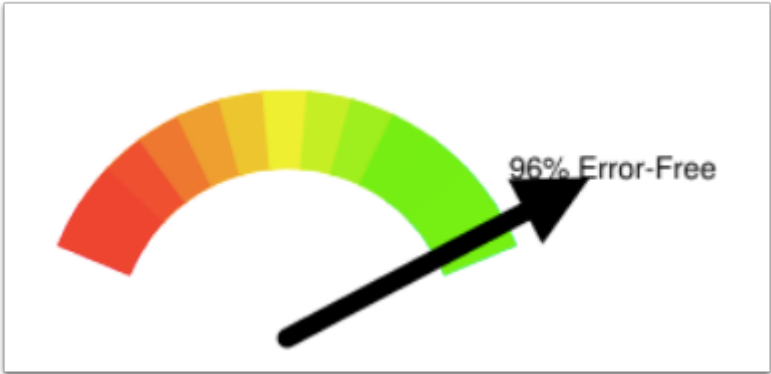
English Language Learners Information  
 Exceptional Student  
 Fed/State Indicator  
 Prior School / Attendance  
 SESIR  
 Student Course Schedule  
 Student Demographic  
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 Teacher Course  
 Transportation

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 1 errors (99%) 07) If 'Survey Period Code' is 2, 3 or 5, 'ELL: Basis of Entry' code must be A, R, L, or T. (Reject)  
 0 errors (100%) 09) If 'Survey Period' is 2 or 3, 'ELL Classification Date' must be numeric and a valid date less than or equal to the survey date unless zero filled. For survey 5 it must be less than June

## Understanding the DOE Data Verification Reports

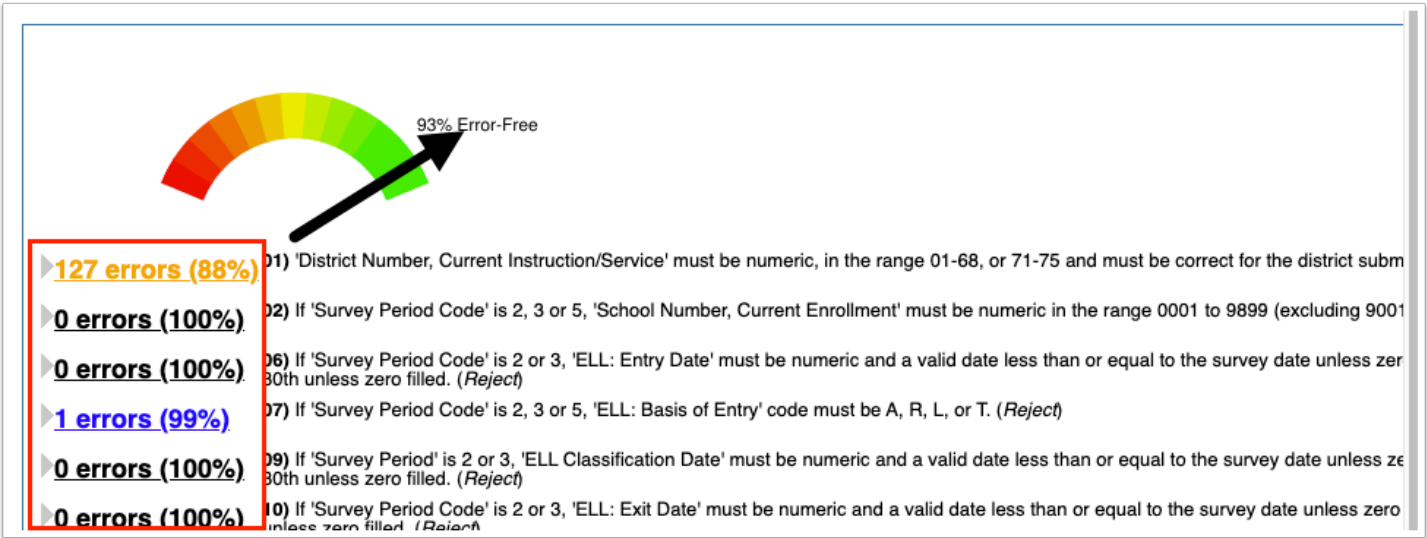
The first thing you will notice on the screen is the errors scale or the Data Verification gauge. In the image shown, the gauge (black arrow) is in the green region indicating that the data in English Language Learners Information is in good standing and almost completely error-free; it is 96% Error-Free 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.



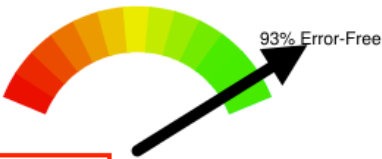
The second column displayed next to the number of errors is a description of DOE rules and regulations. These descriptions will help explain what errors are being found in your data. As shown in the image, the first error explains that **If FEFP Program Number equals 130, then English Language Learners, PK-12 on the Student Demographic Information record (matched on District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; Fiscal Year; and District Number, Current Instruction/Service) must equal LY or LP.**

▶ <b>5 errors (99%)</b>	72) If FEFP Program Number equals 130, then English Language Learners, PK-12 on the Student Demographic Information record (matched on District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; Fiscal Year; and District Number, Current Instruction/Service) must equal LY or LP. ( <i>Validation/NULL</i> ) ⓘ
▶ <b>0 errors (100%)</b>	75) If Course Number is 7650030 (Prekindergarten Disabilities: Age 0-2) then the student must be 0-2 years old ( <i>Validation</i> ) ⓘ
▶ <b>0 errors (100%)</b>	80) Vocational FEFP 300 ( <i>Exception</i> ) ⓘ

At the end of each error description is an indicator listed in parenthesis:

- **Reject:** Results in a fatal error.
- **Validation:** Check the relationships between data elements on the same or different formats.
- **Exception:** Shows records that have questionable data.

1. For a list of the errors to be addressed, click on either the **gray arrow** or the blue, yellow or red links.



▶ **127 errors (88%)** ⓘ 01) 'District Number, Current Instruction/Service' must be numeric, in the range 01-68, or 71-75 and must be correct for the district submitting the d

▶ **0 errors (100%)** ⓘ 02) If 'Survey Period Code' is 2, 3 or 5, 'School Number, Current Enrollment' must be numeric in the range 0001 to 9899 (excluding 9001

▶ **0 errors (100%)** ⓘ 06) If 'Survey Period Code' is 2 or 3, 'ELL: Entry Date' must be numeric and a valid date less than or equal to the survey date unless zero

▶ **1 errors (99%)** ⓘ 07) If 'Survey Period Code' is 2, 3 or 5, 'ELL: Basis of Entry' code must be A, R, L, or T. (*Reject*)

▶ **0 errors (100%)** ⓘ 09) If 'Survey Period' is 2 or 3, 'ELL Classification Date' must be numeric and a valid date less than or equal to the survey date unless zero

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

Go Back to Summary ⓘ

Error: 01) 'District Number, Current Instruction/Service' must be numeric, in the range 01-68, or 71-75 and must be correct for the district submitting the d

50 Records   Export ⓘ   Filter: OFF

Student Full Name ⓘ	Student Number Identifier, Local ⓘ	Florida Education Identifier (FLEID) ⓘ	School Title ⓘ	District Number, Current
Verga	0002517		Focus West High School - 0101	99
Garay	0017819		Focus West High School - 0101	99
Fonse	0017855		Focus West High School - 0101	99
Rome	0017858		Focus West High School - 0101	99
Davis	0021292		Focus West High School - 0101	99
Broyle	0021293		Focus West High School - 0101	99
Bravo	0021299		Focus West High School - 0101	99
Grijalva	0021302		Focus West High School - 0101	99
Tamayo	0021305		Focus West High School - 0101	99
Copeland	0021308		Focus West High School - 0101	99
Fish	0021368		Focus West High School - 0101	99
Monroe	0021369		Focus West High School - 0101	99

3. To edit the data and correct the error, click **Student Full Name** in the first column of the list. Note: The link may be different for each tab depending on the information that needs editing. For example, to edit data from the Teacher Course tab, you need to click the Course Number link instead.

[Go Back to Summary](#)

**Error: 01)** 'District Number, Current Instruction/Service' must be numeric, in the range 01-68, or 71-75 and must be correct

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

Student Full Name	Student Number Identifier, Local	Florida Education Identifier (FLEID)	School Title
Vergara	0002517		Focus West High School
Garay	0017819		Focus West High School
Fonseca	0017855		Focus West High School
Romeo	0017858		Focus West High School
Davis	0021292		Focus West High School
Broyle	0021293		Focus West High School
Bravo	0021299		Focus West High School
Grijalva	0021302		Focus West High School
Tamayo	0021305		Focus West High School
Copeland	0021308		Focus West High School
Fish	0021368		Focus West High School
Monroe	0021369		Focus West High School

Clicking the Student name will open a new window or tab to the student. In the Student Info screen, the system automatically navigates to the applicable in which the incorrect information is housed--in this case, the code for Basis of Entry must be edited.

**Focus Writers2** **Atencio, Nancy** **Student Info** **Ashley Weiss** **Focus High School - 0041** **SIS**

2022-2023 4th 9 Weeks ERP

Enrollment Schedule Requests Grades Absences Activities Referrals Test History Audit Trail Grad Files SSS Choice Billing

Filter fields... **ELL**

Basis of Entry	
Student Plan Date	
Previous Student Plan Date	
Instructional Strategy	
Mainstream/Inclusion 130 I (Non-ELL & ELL in class)	
Mainstream/Inclusion 130 C (Non-ELL & ELL in class)	
Sheltered 130 E (Only ELL students in class)	
Sheltered 130 S (Only ELL students in class)	
Next Testing Date	
LEP Review Date	
Re-evaluation Date	
Extension of Instruction	
First Basis of Exit	

If ELL is LF or LY then classification date cannot be 0

ELL 83 If English Language Learners, PK-12 on the Student Demographic Information record is LY or LF, then English Language Learners: Entry Date cannot be zero

If ELL is LF or LY then basis of entry cannot be Z

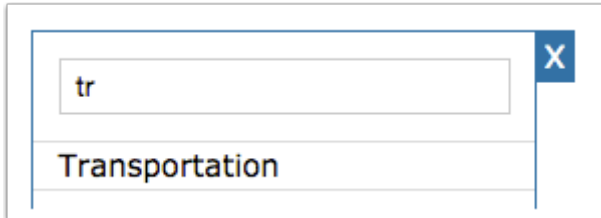
If the student is an active ELL

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

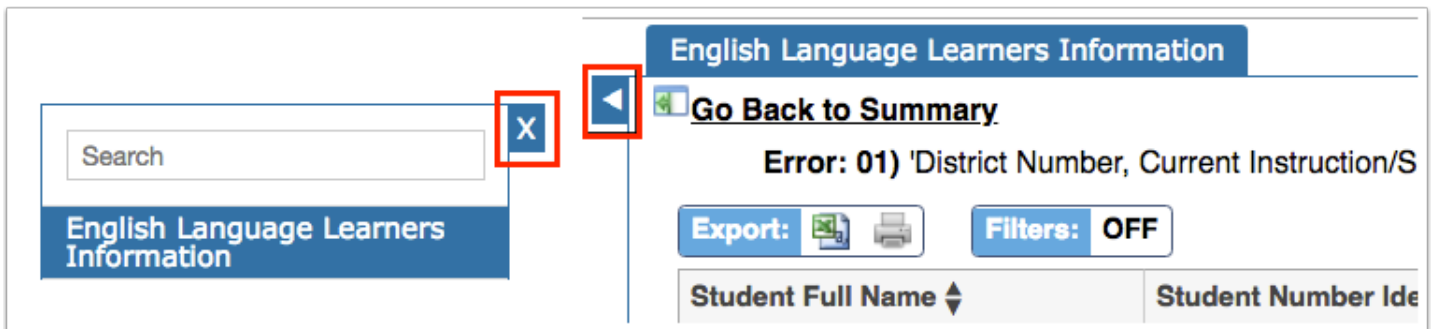


## Additional Features

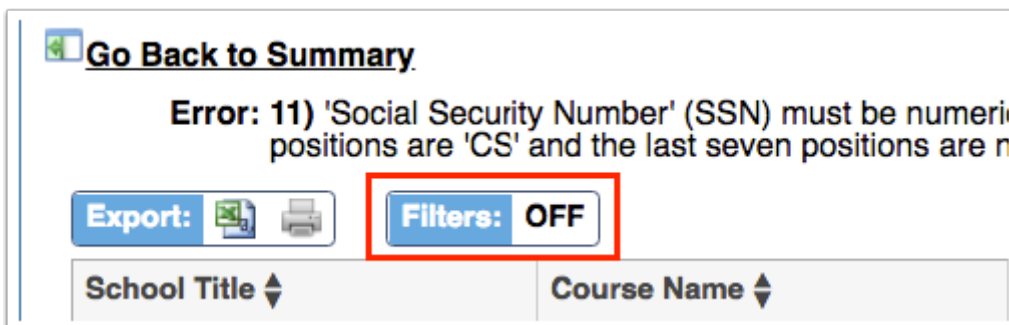
Utilize the **Search** text box at the top of the panel by typing the name of a tab to quickly navigate from one tab to another.



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.



- To add more than one filter to a column by clicking the **green plus sign**.
- To delete an additional filter, click the **red minus sign**.
- For additional filtering options, click the **gray arrow** for a filter pull-down.



Export:   Filters: **ON**

math   eng

School Title	Course Name	Course Number
High School - 0041	Math Coll. Readiness	1200700
High School - 0041	ENG 3	1001370
High School - 0041	ENG HON 1	1001320
High School - 0041	ENG HON 2	1001350
High School - 0041	AP ENG COMPO	1001420
High School - 0041	ENG 1	1001310
High School - 0041	AP ENG LIT COMPO	1001430
High School - 0041	ENG 2	1001340
High School - 0041	ENG 4	1001400

Contains  
 Equals  
 Starts with  
 Ends with  
 Has value  
 Greater  
 Greater or equal  
 Less  
 Less or equal  
 Between

 For more information, see [Filters](#).

Data here can also be organized by clicking on any of the **headers**, such as Student or Gradelevel; click once for ascending results; click twice for descending results.

Student	Local Student ID	Gradelevel	District of Instruction	School of Instruction	ESE FEFP
Zis		09		0041	9-12 Basic ESE Services [113
Zis		09		0041	9-12 Basic ESE Services [113
Zis		09		0041	9-12 Basic ESE Services [113
Zis		09		0041	9-12 Basic ESE Services [113
Zis		09		0041	9-12 Basic ESE Services [113
Zis		09		0041	9-12 Basic ESE Services [113
Zel		10		0041	
Zel		10		0041	
Zel		10		0041	

If there are several pages of records, **Page** numbers will displays along with **Prev** and **Next** buttons. Utilize these buttons to navigate through pages. Click the **Page** text box to enter a page number. Press **Enter** to jump to that page.

< Prev Page:  / 5 Next >
 < Prev Page:  / 5 Next >

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

**Export:**

Student								
A	B	C	D	E	F	G	H	I
1	Student	Local Student ID	Gradelevel	District of Ins	School of Ins	ESE FEP	Schedule FEF	Class Mins W School
2	Zis		09		00	9-12 Basic ES	113	250
3	Zis		09		00	9-12 Basic ES	113	250
4	Zis		09		00	9-12 Basic ES	113	250
5	Zis		09		00	9-12 Basic ES	113	250
6	Zis		09		00	9-12 Basic ES	113	250
7	Zis		09		00	9-12 Basic ES	113	250
8	Zis		09		00	9-12 Basic ES	113	250
9	Zel		10		00		300	250
10	Zel		10		00		103	250
11	Zel		10		00		103	250

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

**Print**

Total: 134 sheets of paper (268 pages)

Destination Brother MFC-8710DW...  
Brother MFC-8710DW-A...

Pages ☒ All  
☐ e.g. 1-5, 8, 11-13

Copies

Layout

Options ☒ Two-sided

[+ More settings](#)

[Print using system dialog... \(Ctrl+P\)](#)

[Open PDF in Preview](#)

Student	Local Student ID	Gradelevel	District of Instruction	School of Instruc
Zis		09		0041
Zis		09		0041
Zis		09		0041
Zis		09		0041
Zis		09		0041