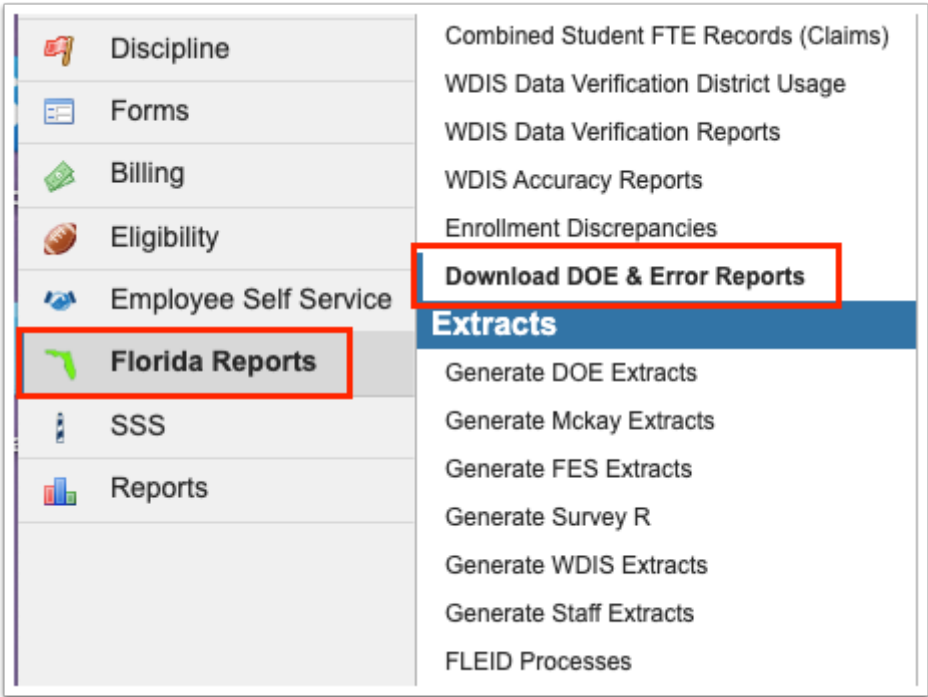


Download DOE & Error Reports

The Download DOE & Error Reports module is a useful tool in that it allows districts to download the edit and verification reports associated with each file format for a specific survey. This module also allows districts to download DOE generated reports, which aides in reviewing and revising data to ensure the district is receiving full funding. Note: There are three type of edits that the DOE will process data: Reject, Validation/Exception, and Aggregate Exception edits.

Download DOE & Error Reports

1. From the **Florida Reports** menu, click **Download DOE & Error Reports**.



2. This navigates to the Download DOE & Error Reports screen where you can begin by selecting the applicable **Survey** from the provided pull-down.

This page provides access to DOE supplied reports.

Survey: Survey 3 ▼

Extract: Student Demographic Information ▼

List Files

To download/view non-survey DOE files, select Other from the **Survey** pull-down.

Survey: Other ▼

Extract: 25031 - F25031 Master School Identification File

Filter

05107 - F05108 FTE by School, Program and Grade
05108F - F05108F FTE - Frozen 4th Calculation/Cost Report
25031 - F25031 Master School Identification File
60021 - F60021 FTE Supplemental HRS Residential ESE329
60533 - F60533 Summary Transported Less than 2 Miles
60544 - Missing Children File
60703 - F60703 FEFP Titles and Weights
60859 - F60859 Exceptional Student List
60871 - F60871 Invalid Student Course Records
60876 - F60876 Individual Student FTE (FTE-1)

3. Select the **Extract** from the provided pull-down, such as Student Demographic Information. Note: If you selected Other from the Survey pull-down, a different list of extracts will display.

Survey: Survey 3 ▼

Extract: Student Demographic Information ▼

Staff Additional Job Assignments
Staff Benefits
Staff Demographic Information
Staff Experience
Staff Payroll Information
Student Course Schedule
Student Demographic Information
Student Discipline/Resultant Action
Student Transportation
Teacher Course

4. Once an Extract has been selected, click the **List Files** button.

Survey: Survey 3 ▼

Extract: Student Demographic Information ▼

List Files

5. Select the applicable **Available Files** to be downloaded, such as O-File, Validation/Exception Report, etc. Note: If you selected Other from the Survey pull-down, a different list of Available Files will display per survey. Note: All files need to be requested from NWRDC.

Available Files

Select which file you would like to download:

- ☐ O-File (F60775O)
- ☐ Initial or Batch Edit Listing (F60780)
- ☐ Initial or Batch Records in Error (F60786)
- ☐ Duplicate Report (Initial Only) (F60805)
- ☐ Validation Records in Error (F62584)
- ☐ Validation/Exception Report (F60802)
- ☐ Validation/Exception Report (F70752)

O-File: This file is generated by the DOE and contains all the error-free records that were successfully processed by DOE. This will download as a .txt file to your local download folder.

Initial or Batch Edit Listing: This report, which is listed per School, shows records containing "Rejects" errors.

FILE: 60.780		FLORIDA DEPARTMENT OF EDUCATION														PAGE 3										
COMPILE DATE: 02/13/18		PUBLIC SCHOOLS DATA BASE														RUN DATE: 04/18/18										
COMPILE TIME: 17.26.34		STUDENT DEMOGRAPHIC BATCH UPDATE ERRORS														RUN TIME: 00:17:17										
DISTRICT: 000000		YEAR: 17=18		SURVEY: 3		DISTRICT ENRL: 000000		SCHOOL: N999 OUT OF STATE/NONPUBLIC SCHOOL																		
DIST	SCHL	YEAR	S	STUD ID OR	NAME: LAST, FIRST, MIDDLE	BIRTH DT	GEN	MIG	ADOL	ELL	ENTRY	HOME SVY/	T RES	LNCH												
IN EN	ENRL			Y (LOCAL ID)/	RES	ENST	REG	DELM	DI	SCHL	GRAD	NEW RACES	TRM	YR	/LANGUAGE	DUAL	ANRV	R	/DATE	ENT						
/PLEID				Y	ALIAS	ID	GR	CTY	CHAR	1ST..2ND..3RD	2NMED	OPT	ETH	I	A	S	P	M	/PRI	READ	NAT	PRI	DATE	N	US	SCHL
N999 1718 3																										
FL000006020105																										

FILE: 60.002	FLORIDA DEPARTMENT OF EDUCATION	PAGE 2
COMPILE DATE: 07/26/17	PUBLIC SCHOOLS DATA BASE	RUN DATE: 05/04/18
COMPILE TIME: 16:56:49	STUDENT DEMOGRAPHIC VALIDATION/EXCEPTION REPORT	RUN TIME: 21:37:00
DIST INST: 0020	YEAR: 17-18 SURVEY: 3	SCHOOL ENRL: 0020
DT/ YEAR/ S STUD ID OR --- LAST NAME --- FIRST NAME --- RACES -- CNTY -- ELL --- EDV PR SCHL EX STU PSI DE/ SCHZ/ V (LOCAL ID)/ --- DATES --- PRI READ/ GRN E I A B P W /GR EN/ EX DTE DIP TRM WDR EXCEPT IMM OZ SCHZ Y ALIAS ID/ BIRTH /DUAL ANR LANGS /ADD /GRAD MIG LNCH/ /CTRY EX CLASS D TYP CODE/ PRI/ STU --- FLEID --- HOME SVY /US SCHL NAT PRE YR /CHAR TRM ELL RES BTH /RECL EX D WDR DTE OTHER		
1718 3 (383163)	0020 1383163 1 03252001 00000000 00000000 H 0 Z 0 11	N N N Y N N 06
0020 1383163 1 03252001 00000000 00000000 H 0 Z 0 11	0000 FL000004146021 07242017 00000000 EN EN Z Z 22 0 LG	69
TOTALS FOR SCHOOL 0020		
VALIDATIONS:	+52 +53 +54 +55 +56 +57 +58 +5A +5B +5C +5D +5E +5F	0 0 0 0 0 0 0 0 0 0 0 0 0 0
EXCEPTIONS:	+60 +61 +63 +64 +65 +66	0 0 0 0 0 1

Validation/Exception Report: This report, which is listed per School, shows records containing “Aggregate Exception” errors.

FILE: 70.752	FLORIDA DEPARTMENT OF EDUCATION					PAGE 2
COMPILE DATE: 07/26/17	PUBLIC SCHOOLS DATA BASE					RUN DATE: 05/04/17
COMPILE TIME: 16:57:03	STUDENT DEMOGRAPHIC AGGREGATE EXCEPTION REPORT					RUN TIME: 21:44:47
DISTRICT: 0000	YEAR: 17-18	SURVEY: 3				
DIST SCHL	SCHOOL NAME	TYPE	TOTAL STUDENTS	LUNCH STATUS 0	LUNCH STATUS 6	LUNCH STAT 0TH
7001	VIRTUAL INSTRUCTION PROG	04	2	2		98
7006	VIRTUAL INSTRUCTION (COUR	04	0	0		98
7023	VIRTUAL ACADEMY	04	0	0		98
9001	DISTRICT OFFICE	07	0	0		98
9000	CD CTR FOR ADULT&COMM.ED	05	0	0		98

6. Select the **File Format** from the pull-down. The options include Text File and PDF File.

File Format:

Text File

Text File can be selected to view data from the perspective of DOE without extracting data to be sent to the state.

PDF File can be selected for a more readable format.


7. When all selections have been made, click the **Download File** button to download the selected file and extract.

Download File

Push to School Folders

A green check mark displays indicating that the download was successful.

Download File



a. Navigate to your download folder of your computer to view the extract file.

0382440005 7241930XLUKOMSKI PORTER 000000M
ZZ309ZAEN ENUS0729200908212003 00000000D ZZZ0000000044NNNNNY0000000000000000000000
FL00000359337731

8. You also have the option to **Push to School Folders** by clicking the corresponding button. The selected extract will be sent to each school's School Folder on the Portal page. School staff will only be able to access extracts for schools they have permissions to. See [Portal Editor](#) and [Portal](#) for more information.

Download File

Push to School Folders