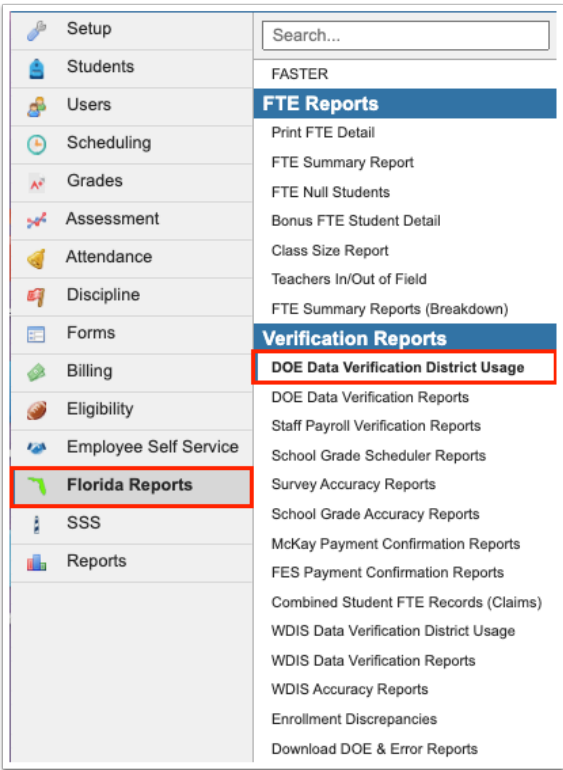


DOE Data Verification District Usage

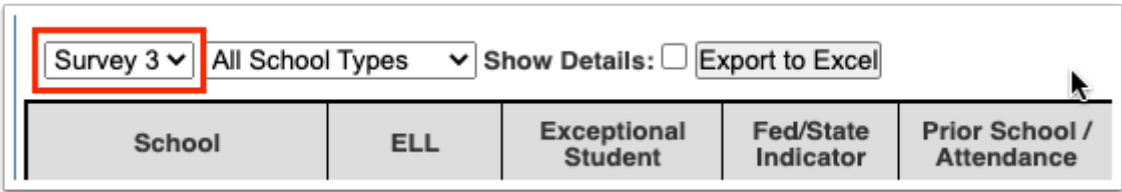
The DOE Data Verification District Usage Report will return results for all schools that used the [DOE Data Verification Reports](#) for each survey period, and provides a snapshot of all schools in the district and their usage of the verification reports.

DOE Data Verification District Usage

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

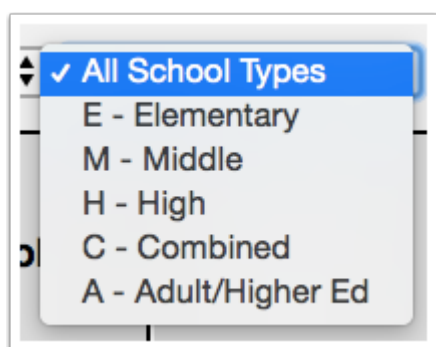


2. This navigates to the DOE Data Verification District Usage screen, which displays all of the district's schools. Select the appropriate survey to see which schools have used the [DOE Data Verification Reports](#) and review the state of data for each school.



i The DOE Data Verification District Usage report displays all schools that do not have the max year set to the year prior to the current year.

3. To limit the display to a specific type of school, select the type of school, such as Elementary, from the school type pull-down or select **All School Types** to display all the schools in the district.



i The school type is defined for each school via Setup > [School Info](#) > **School Level** pull-down.

A screenshot of the 'Focus High School - 0041' setup page. The page has a header with the school name and number, and a 'Save' button. On the left is a sidebar with tabs: 'PI Primary Info', 'GI General Info' (selected), 'L Locations', and 'SCI School Contact Info'. The main area is titled 'General Info' and contains a table with fields: 'School Level' (set to 'H - High'), '* School Number' (with a search filter), '* School Type', 'State', 'Summer School', 'Technical Center', 'Title 1', and 'Total ESE Minutes'. A dropdown menu for 'School Level' is open, showing options: 'A - Adult/Higher Ed', 'C - Combined', 'E - Elementary', 'H - High' (highlighted), and 'M - Middle'.

4. Select the **Show Details** check box to display Total Errors, Total Percent, Run Date, and Ran By information in the report. If the Show Details check box isn't selected, the report displays the total percentage only.

Survey 2 ▾	E - Elementary ▾	Show Details: <input checked="" type="checkbox"/>	Export to Excel
School	ELL	Exceptional Student	Fed/State Indicator
Elementary -	Total Errors: 77 Total Percent: 99 Run Date: 01/17/2023 Ran By:	Total Errors: 3 Total Percent: 99 Run Date: 01/17/2023 Ran By:	Total Errors: 26 Total Percent: 99 Run Date: 11/15/2022 Ran By:
Elementary -	Total Errors: 2 Total Percent: 99 Run Date: 01/18/2023 Ran By:	Total Errors: 0 Total Percent: 100 Run Date: 01/18/2023 Ran By:	Total Errors: 0 Total Percent: 100 Run Date: 02/02/2023 Ran By:

5. Click **Export to Excel** to export the report to an Excel spreadsheet.

Survey 2 ▾	All School Types ▾	Show Details: <input checked="" type="checkbox"/>	Export to Excel
School	ELL	Exceptional Student	Fed/State Indicator

If the Show Details check box is selected, Total Errors, Total Percent correct, the Run Date, and the name of the person who ran the report (Ran By) from previously run DOE Data Verification Reports will display by school and reporting format. Schools that have not run these reports during the specified survey period will display blank results.

Survey 2 ▾ All School Types ▾ Show Details: <input checked="" type="checkbox"/> Export to Excel				
School	ELL	Exceptional Student	Fed/State Indicator	Prior School / Attendance
Center	Total Errors: 2 Total Percent: 97 Run Date: 10/14/2022 Ran By: Scheduled Job	Total Errors: 3 Total Percent: 98 Run Date: 10/14/2022 Ran By: Scheduled Job	Total Errors: 1 Total Percent: 99 Run Date: 10/14/2022 Ran By: Scheduled Job	Total Errors: 2 Total Percent: 99 Run Date: 10/14/2022 Ran By: Scheduled Job
	Total Errors: 0 Total Percent: 100 Run Date: 10/14/2022 Ran By: Scheduled Job	Total Errors: 0 Total Percent: 100 Run Date: 10/14/2022 Ran By: Scheduled Job	Total Errors: 0 Total Percent: 100 Run Date: 10/14/2022 Ran By: Scheduled Job	Total Errors: 1 Total Percent: 99 Run Date: 01/25/2023 Ran By:
Academy	Total Errors: - Total Percent: - Run Date: - Ran By: -	Total Errors: - Total Percent: - Run Date: - Ran By: -	Total Errors: - Total Percent: - Run Date: - Ran By: -	Total Errors: - Total Percent: - Run Date: - Ran By: -
Academies -	Total Errors: - Total Percent: - Run Date: - Ran By: -	Total Errors: - Total Percent: - Run Date: - Ran By: -	Total Errors: - Total Percent: - Run Date: - Ran By: -	Total Errors: - Total Percent: - Run Date: - Ran By: -
Adult Education -	Total Errors: 0 Total Percent: 100 Run Date: 10/14/2022 Ran By: Scheduled Job	Total Errors: 0 Total Percent: 100 Run Date: 10/14/2022 Ran By: Scheduled Job	Total Errors: 0 Total Percent: 100 Run Date: 10/14/2022 Ran By: Scheduled Job	Total Errors: 0 Total Percent: 100 Run Date: 10/14/2022 Ran By: Scheduled Job
Elementary -	Total Errors: 77 Total Percent: 99 Run Date: 01/17/2023 Ran By:	Total Errors: 3 Total Percent: 99 Run Date: 01/17/2023 Ran By:	Total Errors: 26 Total Percent: 99 Run Date: 11/15/2022 Ran By:	Total Errors: 37 Total Percent: 99 Run Date: 01/14/2023 Ran By:

If the Show Details check box is not selected, the total percentage displays only.

Survey 2 ▾ All School Types ▾ Show Details: <input type="checkbox"/> Export to Excel				
School	ELL	Exceptional Student	Fed/State Indicator	Prior School / Attendance
Center	97%	98%	99%	99%
	100%	100%	100%	99%
Academy	-	-	-	-
Academies -	-	-	-	-
Adult Education -	100%	100%	100%	100%
Elementary -	99%	99%	99%	99%
Charter -	99%	100%	99%	99%

Notice the different colors displayed in the report. The colors represent the percentage of error-free data as in the DOE Data Verification Reports. The legend is as follows:

- If data is 100% error-free, the font will be black.
- If data is 90% to 99% error-free, the font will be in blue.
- If data is 80% and 90% error-free, the font will be in yellow.
- If data is less 80% error-free, the font will be in red.

6. Click on the individual report field to run reports for that school or to view the error results that were returned in the report. Click the Total Errors link or the percentage number link in either version of the report.

Survey 1 ▾ All School Types ▾ Show Details: <input checked="" type="checkbox"/> Export to Excel		
School	Exceptional Student	Student Course Schedule
Adult Education - 9103	Total Errors: 0 Total Percent: 100 Run Date: 07/21/2023 Ran By: ashleyw@focusschoolsoftware.com	Total Errors: Total Percent: Run Date: Ran By:

7. Clicking any of the fields shown in the DOE Data Verification District Usage report navigates to the DOE Data Verification Reports screen, as shown in the image below. To return the the DOE Data Verification District Usage report, click the **Go back to Data Verification District Overview** link. See [DOE Data Verification Reports](#) for more information.

Go back to Data Verification District Overview.

Survey: Survey 2 ▾
☐ All Schools
☐ Show Rules with 0 Errors

Refresh Report

Search

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

13 errors (78%) 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. (Reject)
13 errors (78%) 14) If 'Survey Period' is 2 or 3, 'Test Date Listening' must be numeric and a valid date less than or equal to the survey date unless zero filled. (Reject)
4 errors (93%) 28) 'Test Score Listening' must be numeric and right justified with leading zeros. (Reject)
2 errors (96%) 2H) If 'ELL: Basis of Entry' is code A and If 'ELL: Exit Date' is 00000000 then the 'Test Name: Listening' and 'Test Name: Speaking' must be
1 errors (98%) 2I) If 'ELL: Basis of Entry' is code R and If 'ELL: Exit Date' is 00000000 then the 'Test Name: Reading' and 'Test Name: Writing' must be ot
60 errors (0%) 20) 'Florida Education Identifier (FLEID)' is alphanumeric and must be entered as 'FL' in the first 2 positions followed by twelve numeric di
13 errors (78%) 32) If 'Survey Period' is 2 or 3 'Test Date Speaking' must be numeric and a valid date less than or equal to the survey date unless zero filled. (Reject)