

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The DMV Attendance report lists enrolled and withdrawn students who fail the requirement of compulsory attendance.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."

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

☐ 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.

☐ Process Assessments - Do not output student listings after process completion.

☐ Process Assessments - Set ELA Passed Flag & 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.

DMV Attendance

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

Billing

Eligibility

Florida Reports

Other Reports

DMV Attendance

LearnFare Attendance

Bus Rosters

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.

Effective Date: August 25 2023

☐ Search All Schools

List Students

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.

Effective Date: August 25 2023

☐ Search All Schools

Calendar view for 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		

List Students

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

Select Student/Staff DMV Attendance

Ashley Weiss

Focus High School - 0041

SIS

2022-2023

4th 9 Weeks

ERP

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

Effective Date: August 25 2023

☒ Search All Schools

List Students

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

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

Effective Date: August 25 2023

☒ Search All Schools

List Students

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

Submit to District Submit via FTP

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 Code
<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	09/26/2000	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.

Abe, Charlie Noel

00055879 - 10

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

Save

Print

Refresh

Billing

Filter fields...

E

 Enrollment

F

 FASTER

FS

 Fed State

FC

 Federal/State Compensatory

FS

 Food Service

F

 Forms

GD

 General Demographics

G

 Gifted

G

 Graduation

Health Daily Health Screener

Health Daily Visit Log

Health Immunizations

Health Medical

Fed State

Bullied or Harassed - Race

Bullied or Harassed - Disability

Bullied or Harassed - Sex

Bullied or Harassed - Religion

Bullied or Harassed - Sexual Orientation

Send for DMV ☒

DMV Information


Export

Filter: OFF

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


Medical Complexity Exemption

Mckay Intent Date

-  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)	

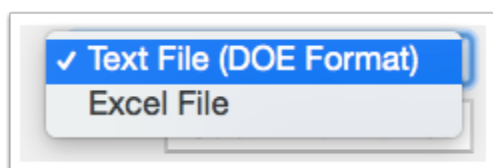
-  A default code of [1] - Out of Compliance is applied. Note that it can also be edited. Click the link to open a pull-down of additional options, such as [2] - Notice of Application for Waiver.

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

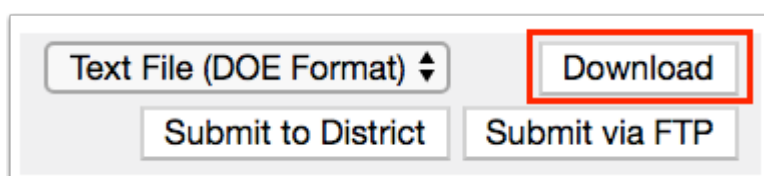
6. Select the Mass Match check boxes to select students for inclusion in the submittable district report. To select all students at once, select the **Mass Match** check box in the header.

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	

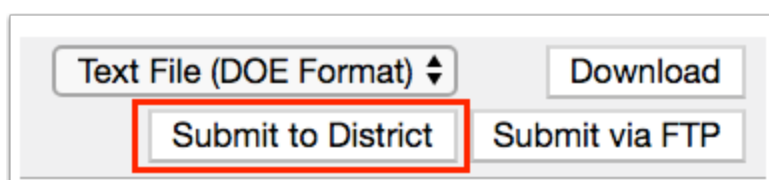
7. After selecting the students to include, the DMV Attendance report can be formatted either as a **Text File** (DOE Format) or an **Excel File** spreadsheet via the formatting pull-down.



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 ▾					