

[Survey R Procedures]

[This document will detail the steps needed to process the monthly Survey R submissions for Discipline Reporting.]

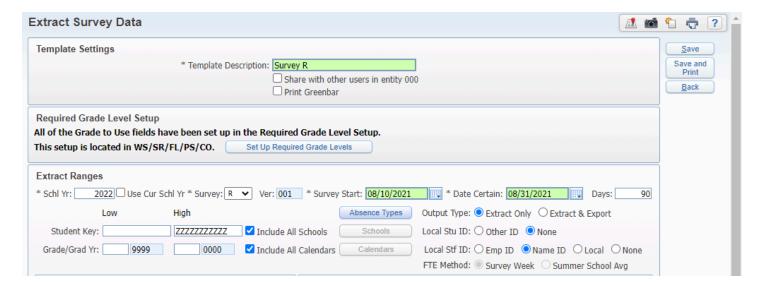
[Initial Extract]

[Beginning of the year]

At the beginning of each new school year you will need an initial extract of Survey R. To extract, navigate to Fed State Reporting/ Florida/ Surveys/ Extract.



Here, set up a template for Survey R with the start date as the first day of school, and the end date as the last day of that month. In our example school started August 10th, and survey R date certain will be August 31st. Set up the rest of the template as you would your normal extracts. The survey R selection will automatically pick the formats needed for this survey. Extract your data to maintain, and continue on from the "Sending" portion of this document.

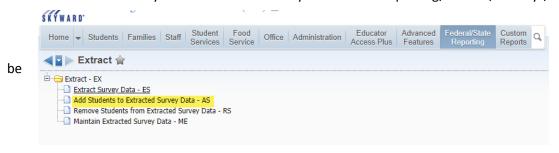




[Following Months]

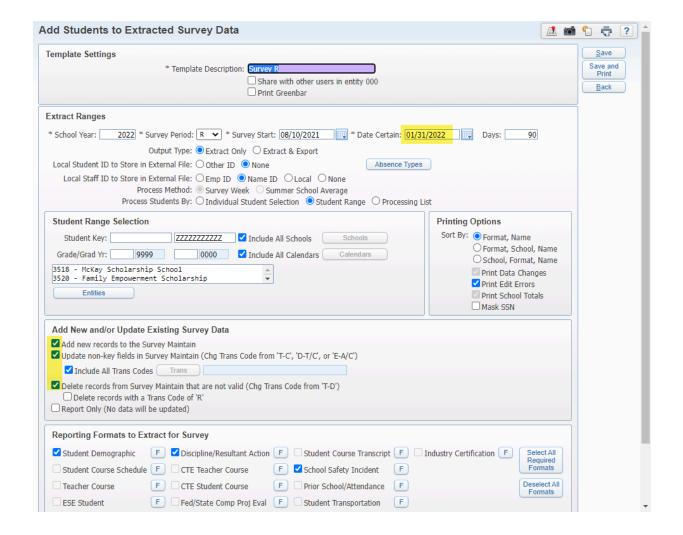
[Add Students to Extract]

Any time other than the first month of the year, you will need to use the Add Students to Extracted Survey Data utility. This can be found directly under the Extract utility at Fed State Reporting/ Florida/ Surveys/ Add.



Create an Add template to updated each month as follows. Select survey R, start date is the first day of school, but each month change the Date Certain to

the last day of the month you are sending for. For our example, if we are sending for January we will use January 31st. Make sure Add, Update and Delete are all selected, and all 3 formats.



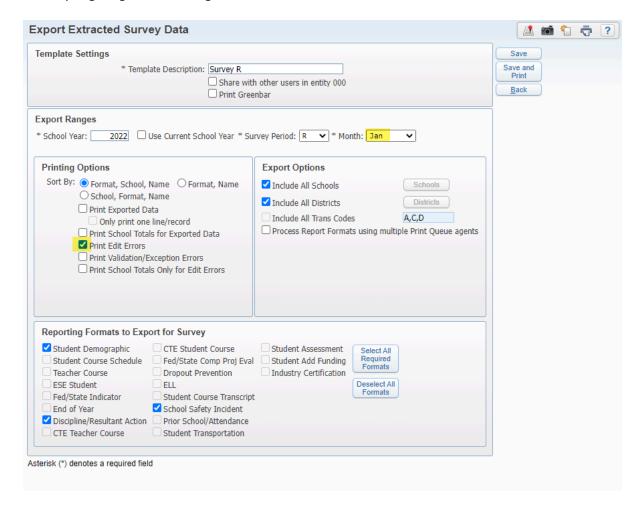
[Sending]

[Export]

After you have maintained your data and cleaned any errors found during your extract or add process, navigate to Fed State Reporting/ Florida/ Surveys/ Export.



In your export, select Survey R and the month for which you are sending. Mark the export to print edit errors to make sure any lingering edits are caught, and leave all 3 formats selected.



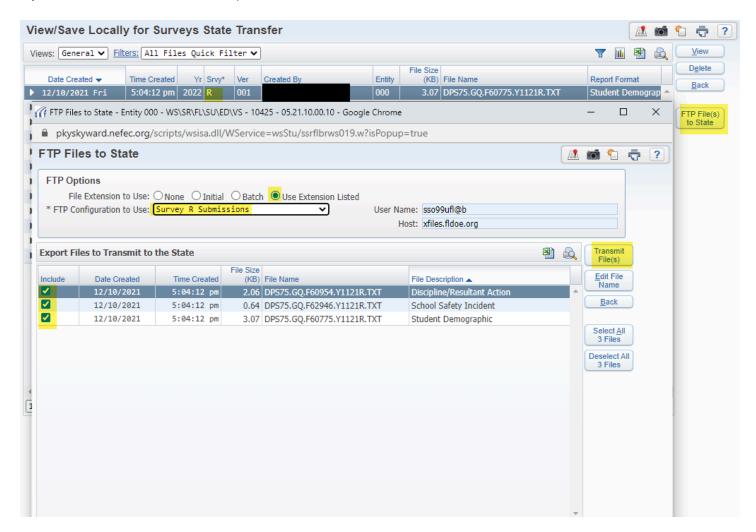


[Transmit]

When your export has run, go to View Exported Files right below export.

Home Students | Families | Staff | Student | Food | Service | Office | Administration | Educator | Advanced | Features | Reporting | Export Data ← Export Data - ED Export Extracted Survey Data - FE Finalize Extracted Survey Data - FE View Exported Files/Save Locally for Submission - VS

Here, select the first survey R format available and click FTE Files to State. In the next screen, set the file extension to "Use Extension Listed" and the FTE configuration to "Survey R Submissions." Select all 3 formats (It is alright if only 1 or 2 exported, select all that are available) and click Transmit Files.



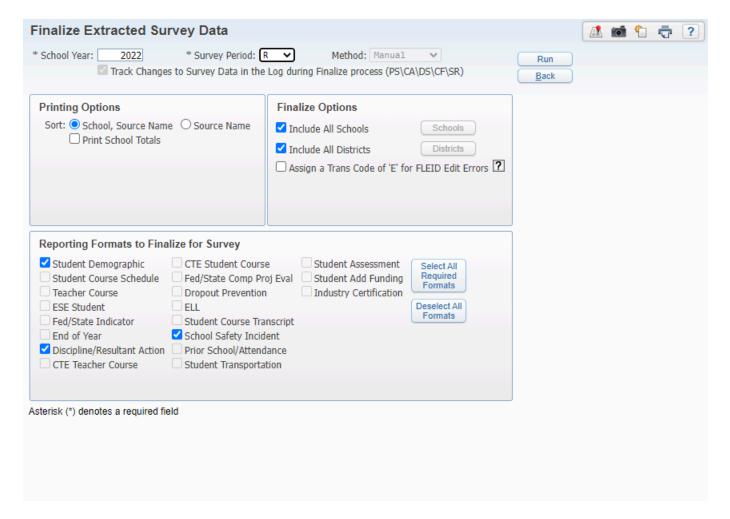


[Finalize]

After the files have transmitted, go up to Finalize Extracted Survey Data right above View Exported.



In this window, select survey R and leave the 3 formats checked, then click run. This will move your transaction codes back to T's and prepare you for updates or next months survey.





[Notes]

Monthly Quick Process:

Extract/ Add

Clean edits

Export

Transmit

Finalize

Timeline: Due by the first full Friday of the month for the previous month. For example, due February 11th for the month of January. Data can begin being received by DOE as of the 1st of each month.

Edits: If there are any edits at DOE, they will be placed in the SESIR Out folder in TIBCO. Data can continue to be cleaned and resent any time between the 1st of the month and the first Friday of the first full week.