

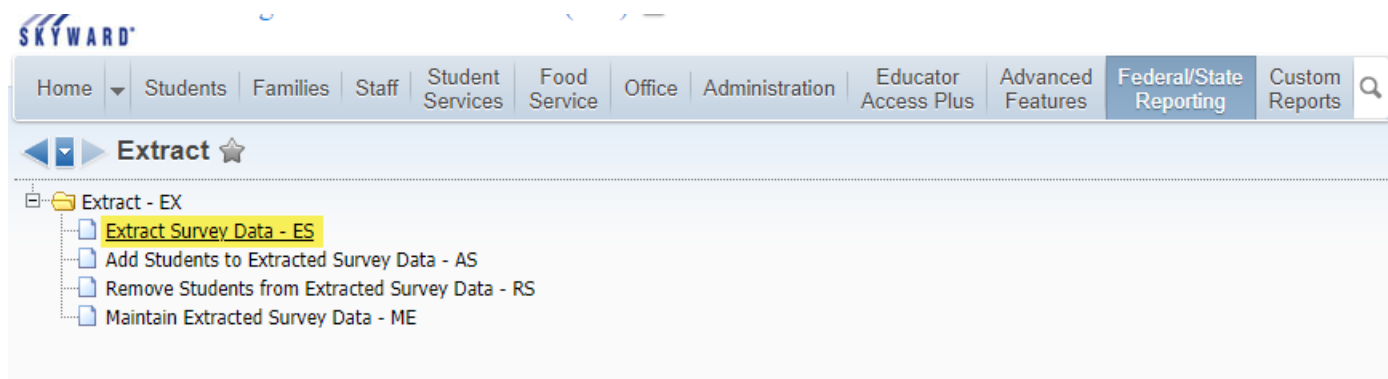
[Survey R Procedures]

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

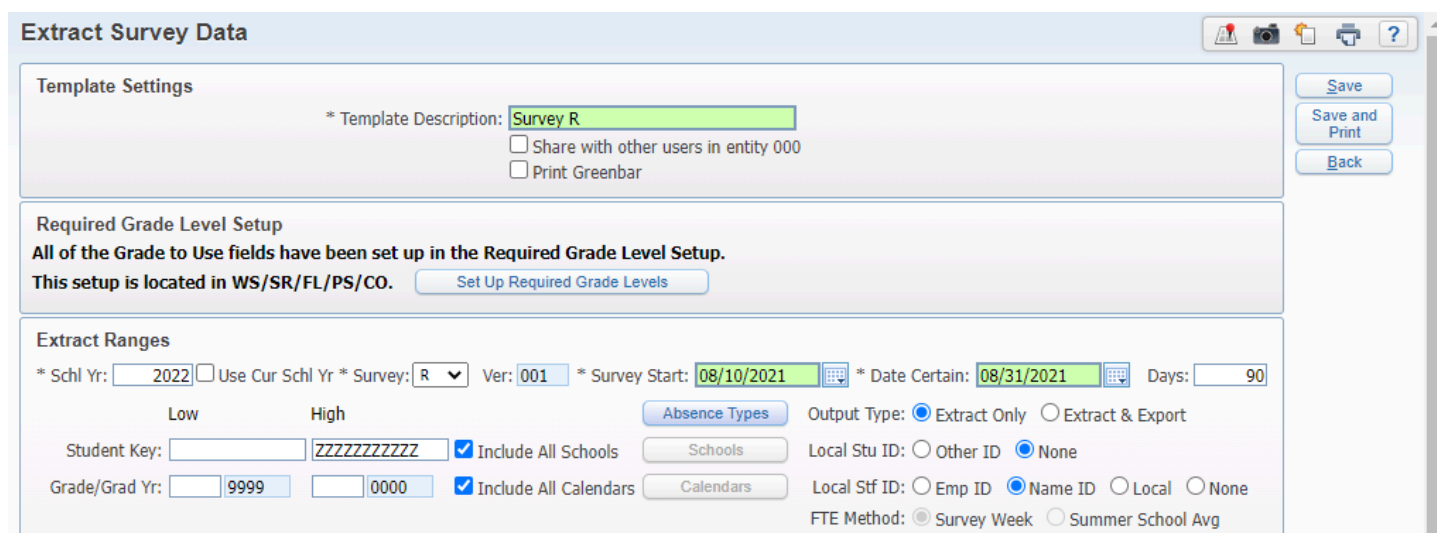
[Initial Extract]

[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.


 The screenshot shows the 'Extract Survey Data' form. It has three main sections: Template Settings, Required Grade Level Setup, and Extract Ranges.

1. Template Settings: Includes a field for 'Template Description' set to 'Survey R', and checkboxes for 'Share with other users in entity 000' and 'Print Greenbar'.

2. Required Grade Level Setup: A message states 'All of the Grade to Use fields have been set up in the Required Grade Level Setup. This setup is located in WS/SR/FL/PS/CO.' with a 'Set Up Required Grade Levels' button.

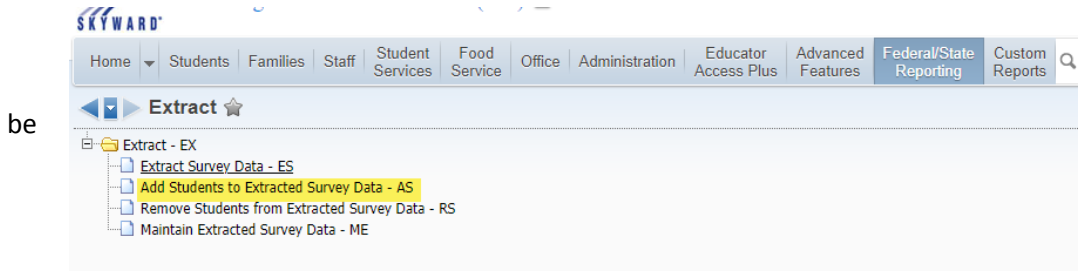
3. Extract Ranges: Includes fields for '* Schl Yr' (2022), '* Survey' (R), 'Ver' (001), '* Survey Start' (08/10/2021), '* Date Certain' (08/31/2021), and 'Days' (90). It also has checkboxes for 'Include All Schools' and 'Include All Calendars', and buttons for 'Absence Types', 'Schools', and 'Calendars'. The 'Output Type' is set to 'Extract Only'.

On the right side of the form, there are buttons for 'Save', 'Save and Print', and 'Back'.

[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.

Procedural Guides *for Student Systems*

Add Students to Extracted Survey Data

Template Settings

* Template Description: **Survey R**

☐ Share with other users in entity 000

☐ Print Greenbar

Save

Save and Print

Back

Extract Ranges

* School Year: **2022** * Survey Period: **R** * Survey Start: **08/10/2021** * Date Certain: **01/31/2022** Days: **90**

Output Type: ☒ Extract Only ☐ Extract & Export

Local Student ID to Store in External File: ☐ Other ID ☒ None

Local Staff ID to Store in External File: ☐ Emp ID ☒ Name ID ☐ Local ☐ None

Process Method: ☒ Survey Week ☐ Summer School Average

Process Students By: ☐ Individual Student Selection ☒ Student Range ☐ Processing List

Student Range Selection

Student Key: **ZZZZZZZZZZ** ☒ Include All Schools

Grade/Grad Yr: **9999** **0000** ☒ Include All Calendars

3518 - McKay Scholarship School

3520 - Family Empowerment Scholarship

Entities

Printing Options

Sort By: ☒ Format, Name

☐ Format, School, Name

☐ School, Format, Name

☒ Print Data Changes

☒ Print Edit Errors

☒ Print School Totals

☐ Mask SSN

Add New and/or Update Existing Survey Data

☒ Add new records to the Survey Maintain

☒ Update non-key fields in Survey Maintain (Chg Trans Code from 'T-C', 'D-T/C', or 'E-A/C')

☒ Include All Trans Codes

☒ Delete records from Survey Maintain that are not valid (Chg Trans Code from 'T-D')

☐ Delete records with a Trans Code of 'R'

☐ Report Only (No data will be updated)

Reporting Formats to Extract for Survey

☒ Student Demographic ☐ Discipline/Resultant Action ☐ Student Course Transcript ☐ Industry Certification

☐ Student Course Schedule ☐ CTE Teacher Course ☒ School Safety Incident

☐ Teacher Course ☐ CTE Student Course ☐ Prior School/Attendance

☐ ESE Student ☐ Fed/State Comp Proj Eval ☐ Student Transportation

Select All Required Formats

Deselect All 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.



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Export Data ☆

- Export Data - ED
 - Export Extracted Survey Data - EE
 - Finalize Extracted Survey Data - FE
 - View Exported Files/Save Locally for Submission - VS

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.

Export Extracted Survey Data

Template Settings

* Template Description:

☐ Share with other users in entity 000

☐ Print Greenbar

Save

Save and Print

Back

Export Ranges

* School Year: ☐ Use Current School Year * Survey Period: * Month:

Printing Options

Sort By: ☒ Format, School, Name ☐ Format, Name ☐ School, Format, Name

☐ Print Exported Data

☐ Only print one line/record

☐ Print School Totals for Exported Data

☒ Print Edit Errors

☐ Print Validation/Exception Errors

☐ Print School Totals Only for Edit Errors

Export Options

☒ Include All Schools

☒ Include All Districts

☐ Include All Trans Codes

☐ Process Report Formats using multiple Print Queue agents

Reporting Formats to Export for Survey

☒ Student Demographic ☐ CTE Student Course ☐ Student Assessment

☐ Student Course Schedule ☐ Fed/State Comp Proj Eval ☐ Student Add Funding

☐ Teacher Course ☐ Dropout Prevention ☐ Industry Certification

☐ ESE Student ☐ ELL

☐ Fed/State Indicator ☐ Student Course Transcript

☐ End of Year ☒ School Safety Incident

☒ Discipline/Resultant Action ☐ Prior School/Attendance

☐ CTE Teacher Course ☐ Student Transportation

Asterisk (*) denotes a required field



[Transmit]

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

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Export Data ☆

- Export Data - ED
 - Export Extracted Survey Data - EE
 - 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.

View/Save Locally for Surveys State Transfer

Views: General ▾ Filters: All Files Quick Filter ▾

Date Created ▾	Time Created	Yr	Srvy*	Ver	Created By	Entity	File Size (KB)	File Name	Report Format
12/10/2021 Fri	5:04:12 pm	2022	R	001		000	3.07	DPS75.GQ.F60775.Y1121R.TXT	Student Demograp

FTP Files to State - Entity 000 - WS\SR\FL\SU\ED\VS - 10425 - 05.21.10.00.10 - Google Chrome

pkyskyward.nefec.org/scripts/wsisa.dll/WService=wsStu/ssrflbrws019.w?isPopup=true

FTP Files to State

FTP Options

File Extension to Use: ☐ None ☐ Initial ☐ Batch ☒ Use Extension Listed

* FTP Configuration to Use: **Survey R Submissions**

User Name: sso99ufi@b

Host: xfiles.fldoe.org

Export Files to Transmit to the State

Include	Date Created	Time Created	File Size (KB)	File Name	File Description
☒	12/10/2021	5:04:12 pm	2.06	DPS75.GQ.F60954.Y1121R.TXT	Discipline/Resultant Action
☒	12/10/2021	5:04:12 pm	0.64	DPS75.GQ.F62946.Y1121R.TXT	School Safety Incident
☒	12/10/2021	5:04:12 pm	3.07	DPS75.GQ.F60775.Y1121R.TXT	Student Demographic

Transmit File(s)

Edit File Name

Back

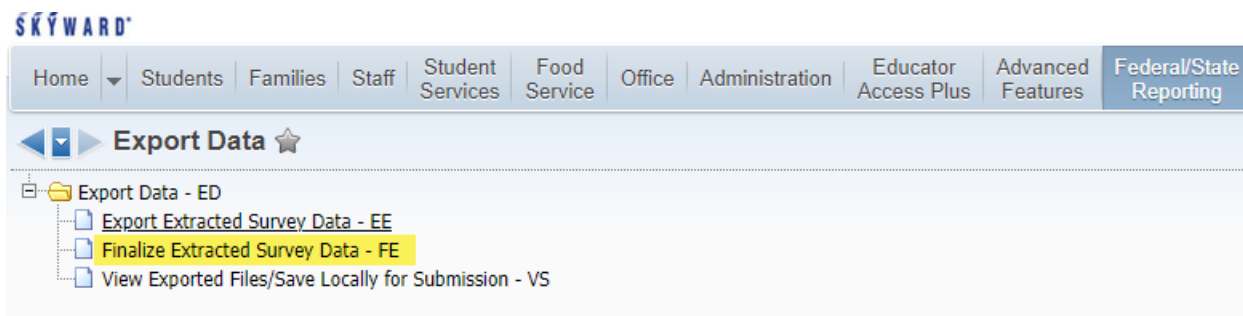
Select All 3 Files

Deselect All 3 Files

FTP File(s) to State

[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.

Finalize Extracted Survey Data

* School Year:
* Survey Period:
Method:

☒ Track Changes to Survey Data in the Log during Finalize process (PS\CA\DS\CF\SR)

Printing Options

Sort: ☒ School, Source Name ☐ Source Name
☐ Print School Totals

Finalize Options

☒ Include All Schools
☒ Include All Districts
☐ Assign a Trans Code of 'E' for FLEID Edit Errors

Reporting Formats to Finalize for Survey

☒ Student Demographic	☐ CTE Student Course	☐ Student Assessment
☐ Student Course Schedule	☐ Fed/State Comp Proj Eval	☐ Student Add Funding
☐ Teacher Course	☐ Dropout Prevention	☐ Industry Certification
☐ ESE Student	☐ ELL	
☐ Fed/State Indicator	☐ Student Course Transcript	
☐ End of Year	☒ School Safety Incident	
☒ Discipline/Resultant Action	☐ Prior School/Attendance	
☐ CTE Teacher Course	☐ Student Transportation	

Asterisk (*) denotes a required field



[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.