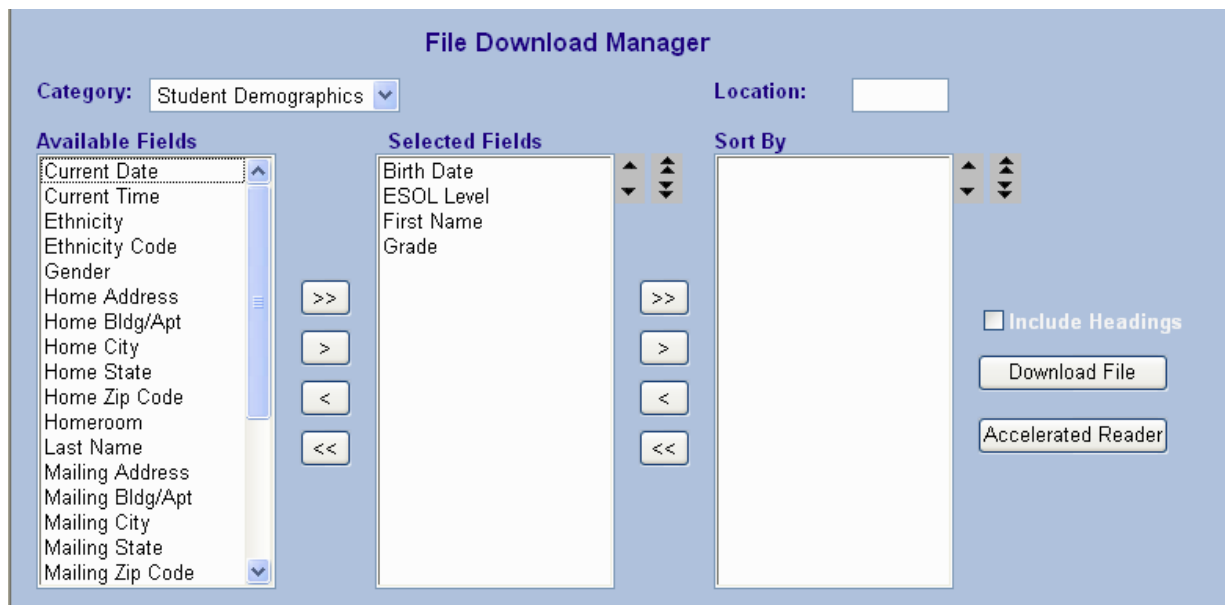


FDM Quick Reference Notes

It is recommended that staff responsible for monitoring compliance in special education programs is granted RACF access to File Download Manager (WFDM – WEB FILE DWNLD MGM). An e-handbook detailing the access and use of this application is available at http://ehandbooks.dadeschools.net/user_guides/37.pdf.

To generate a report, start by selecting the desired data elements from the “Available Fields” column. Use the arrow keys to move the items to center area, “Selected Fields.” The center area allows the user to move items up and down to organize the sequence of columns. Once the sequence is established, use the arrow keys to move the items to the last area, “Sort Column”. Finally check the box for “INCLUDE HEADINGS” and “DOWNLOAD FILE”.

This entire process can be completed in approximately 90 seconds!



Searchable Items include:

Birth date	Gender	Mailing Address	Phone Number
Current date	Grade	Mailing BLDG/Apt	School Location
Current time	Home address	Mailing City	School Name
<u>Domain rating</u>	Home bldg/Apt	Mailing State	<u>Speech Current Eval</u>
<u>ESE Exceptionality</u>	Home city	Mailing Zip Code	<u>Standard Diploma</u>
ESOL Level	Home state	<u>Medical Current Eval</u>	Status
Ethnicity	Home zip code	Middle Initial	Status Code
Ethnicity code	Homeroom	Middle Name	Student Florida ID
<u>Evaluation date</u>	<u>IEP Date</u>	<u>Outdoor Suspension Days</u>	Student ID
<u>Excused Absent Days</u>	Last Name	Parent/Guardian	<u>Unexcused Absent Days</u>
First name	Lunch Code	Parent/Guardian Phone	

Once the file is downloaded, the data will open in an EXCEL spreadsheet. In this format, the data can be sorted. If you choose to sort by IEP date, you will have a calendar of when IEPs are due. The attendance data will provide data for IEP teams to include the necessary supports.

In preparation for FTE, develop a report of IEP dates and Matrix Domain Ratings. Use this report to verify that ISIS data matches the documents in student record folder. Update ISIS to match the documents when discrepancies are found.

No more waiting for ITS reports or searching by individual exceptionalities in PARIS.