VOLUSIA COUNTY SCHOOLS
TECHNOLOGY SERVICES
Innovation, Information & Solutions

CROSSPOINTE TECHNICAL ASSISTANCE PAPER

HOW TO PROCESS DHSMV RECORDS

The purpose of this Technical Assistance Paper (TAP) is to provide information on updating student records for students who have reached 15 unexcused absences in a 90 day period or have withdrawn from school with a dropout code. These students may need to be reported to DHSMV for possible driver's license suspension. This TAP covers the following processes:

- How to run reports
- How to update student records for transmission to DHSMV for driver's license action

The following are procedures for processing and transmitting Department of Highway Safety and Motor Vehicle (DHSMV) records.

The following criteria are used to determine student records to be sent to DHSMV for processing and possible suspension of the student's driver's license.

- Students ages 14 to 18 that accumulate 15 unexcused absences, not including out-of-school suspensions, within 90 calendar days or;

- Students between the ages of 14 to 18 who withdrew from school with one of the following dropout withdrawal codes:

DNE	W05	W13	W15
W18	W21	W22	W23

Please refer to the Driver's License Attendance Manual available on the **School Social Services** website for more information.
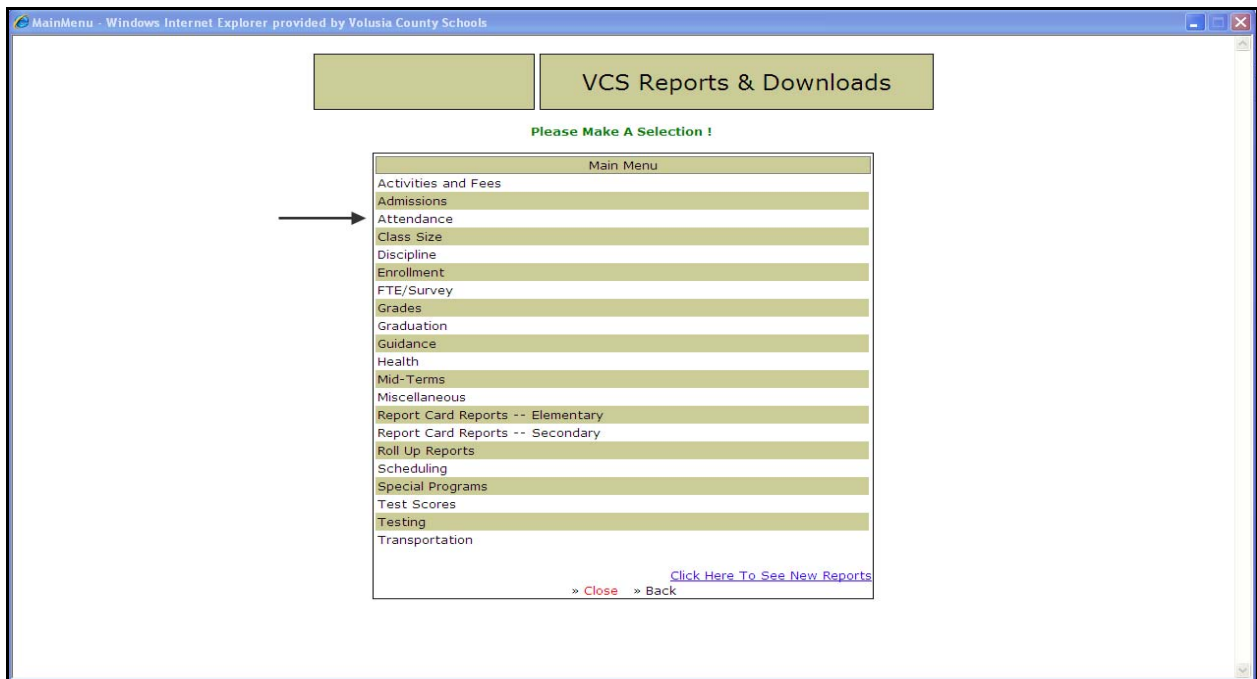
How to run the Students Pending Action for DHSMV Report (STD_C0005)

This report is helpful when updating student records to be sent to DHSMV. This report will list all students who meet the criteria for driver's license action, year to date. Run this report when you first begin processing the DHSMV records for the school year. It will help you to "catch up" on all records to the current date.

Click the reports icon [Reports...] located at the top right of the page. Scroll down to the bottom of the dropdown and select **VCS Reports & Downloads**.
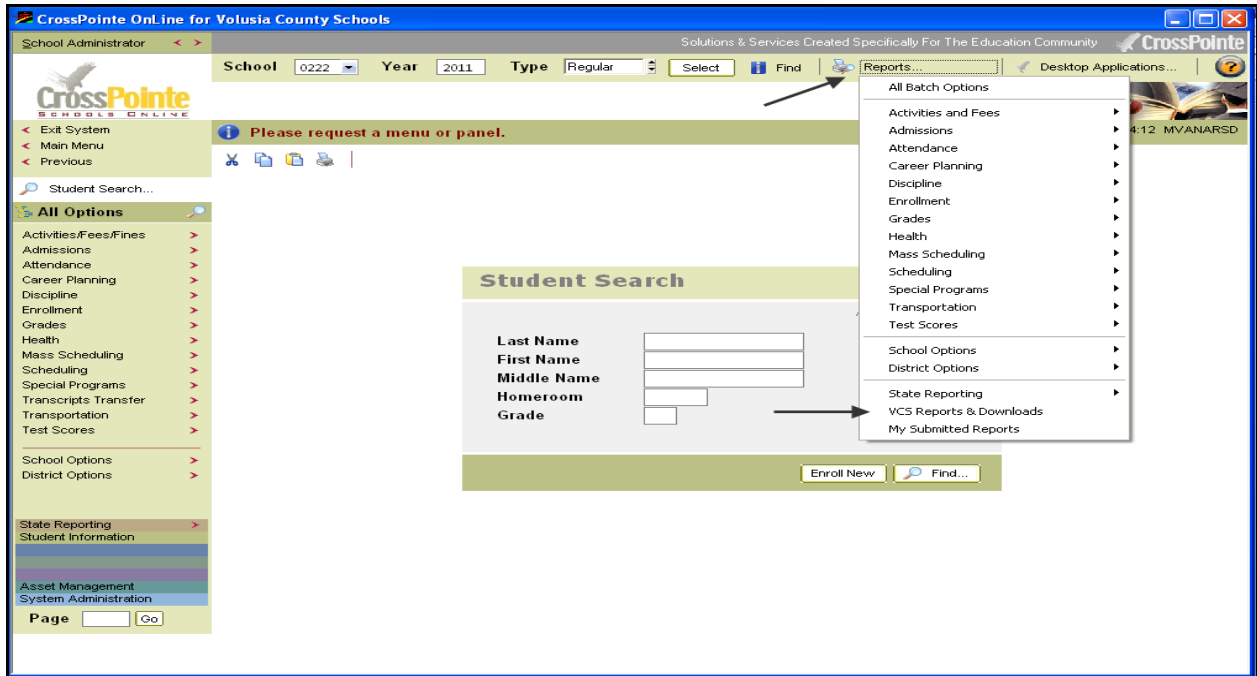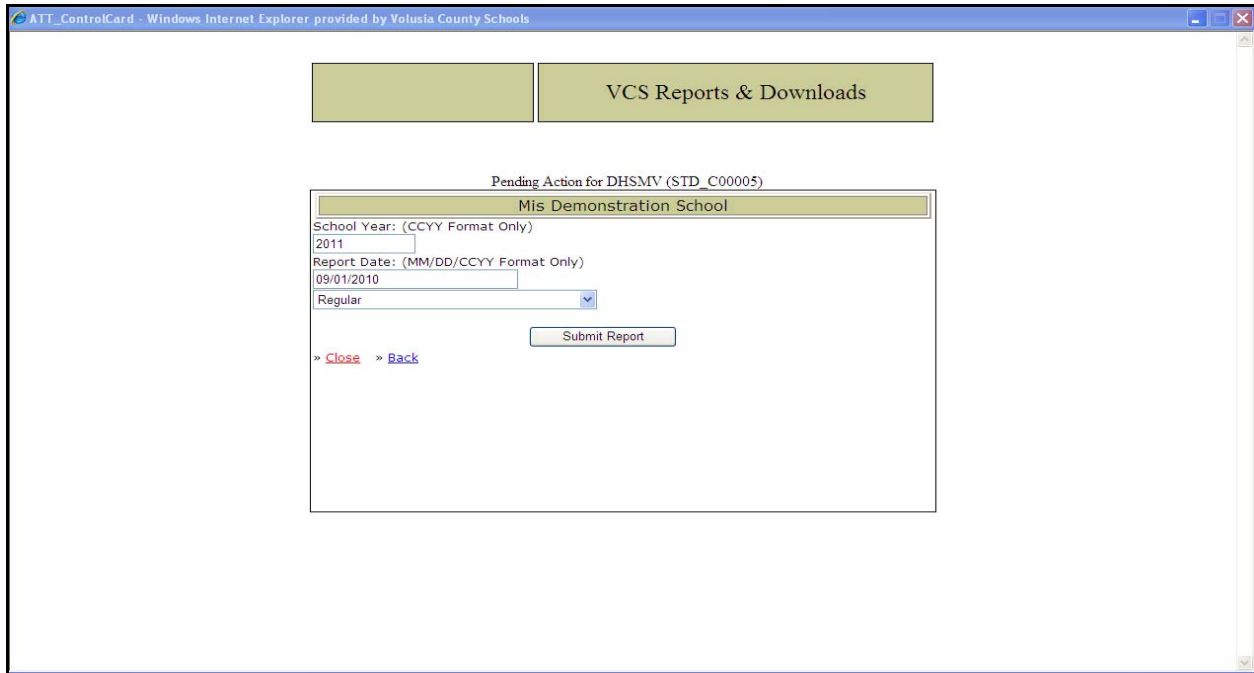
The **VCS Reports & Downloads** menu selection will be displayed. Select **Reports** or **Reports and Downloads**. Then, select **Attendance**.

Select **Pending Action For DHSMV (STD_C00005).** This report displays all students who meet the criteria for driver's license action, year to date.
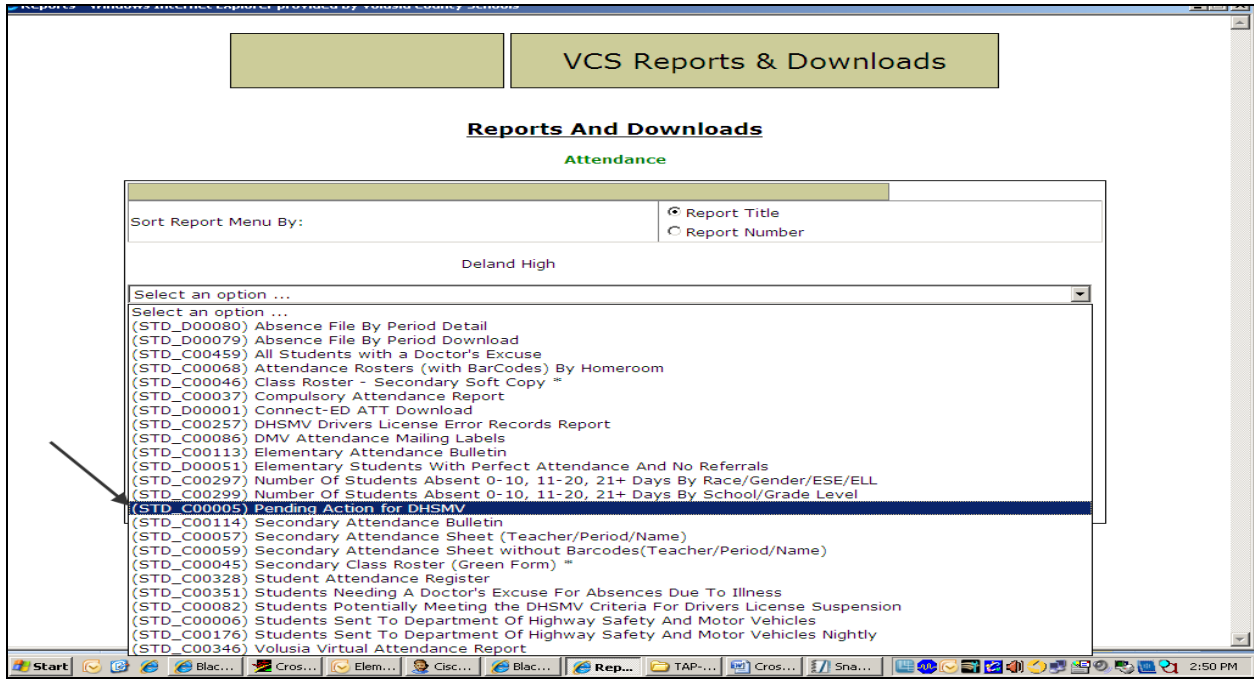
Complete the parameters for the report. Keep in mind that the date entered in the **Report Date** field will be the date that attendance information is calculated until. Click **Submit Report.**

The Crystal Report will be displayed.

Students Potentially Meeting the DHSMV Criteria for Drivers License Suspension (STD_C00082)

This report lists all students who meet one of the criteria and have been identified on CrossPointe panel **X502. Student Driver's License Attendance**. This process is done nightly by Technology Services and is described on page 6 and 7 of this Technical Assistance Paper. This report displays only those students who meet the DHSMV criteria *on the selected date*. These student records must be reviewed to determine if they should be submitted for Driver's License action.

Other DHSMV reports available in the VCS Reports and Downloads under the Attendance menu include:

Students Sent to Department of Highway Safety and Motor Vehicles (STD_C000006). This report displays *ALL* student records that have been sent to DHSMV for driver's license suspension.

DMV Attendance Mailing Labels (STD_C00086) Use this option daily to print mailing labels for the students listed on STD_C00082.

Students Sent to Department of Highway and Motor Vehicles Nightly (STD_C00176). This report displays only those student records that have been sent to DHSMV for driver's license suspension for the current date.

DHSMV Drivers License Error Records Report (STD_C00257)

How to Update Records to Transmit to Department of Highway Safety and Motor Vehicles

The following are procedures for updating student DHSMV records. To update these records, type **X502** in the page field and click **Go**. Each night, Technology Services selects the students who have met any of the criteria listed on page 1 *on that date* and updates the Status Code to **1**. It is the school's responsibility to determine the student's status and update the appropriate records to be sent to DHSMV for suspension of the students' driver's licenses.

Selection

Year: Defaults to the current year. Update if needed.

External ID: Enter the Student ID or select from the dropdown list.

Key Identifier: Defaults to select by the Florida ID. No update is needed if you enter the Florida ID or select the student name from the dropdown list. If you enter the student's 5 digit alpha-numeric ID (1ABCD), update this field to **T- Local number.**

After entering the selection criteria, click **SELECT.**

Details:

Name: Student's name. This field is populated from the Demographic data. Do not update.

Miscellaneous: These fields are populated from the Demographic data. Do not update.

Address: These fields are populated from the Demographic data. Do not update.

Status

Status Code: Enter the correct status code.

> **1** = Out of Compliance (added by Technology Services)
> **2** = Notice of application for waiver *
> **3** = Disposition of waiver – approved *
> **4** = Disposition of waiver – not approved *
> **5** = Cancel intent to suspend *

* These status codes will be used only if the student record has already been sent to DHSMV as being out of compliance.   Please see the ***Driver's License Attendance Manual*** available on the Blackboard home page, under Departments, then School Social Services for the detailed instructions on their use.

Reinstated: Date the student's driver's license was reinstated after being suspended.

Created: Date the record was originally created by Technology Services. Display only.

Sent: Date the record was sent to DHSMV for suspension of the student's driver's license. Display only.

DMV Flag: Update the flag to send the student record to DHSMV.

> Valid flags:

> **R** - Ready to transmit to DMV – update to **R** to send the student record.
> **S** - Sent to DMV - will automatically be updated to **S** *after* the record is sent.

Transaction

Code: Defaults to A – not used in Volusia County.

Click [Save] to update the student record. If the Status Code was updated to **R**, the record will be sent that night to DHSMV for Driver's License suspension action.

Note: Records are added to this file on **X502** automatically by Technology Services when a student meets any of the criteria on page 1. If there were errors in the attendance file or dropout withdrawal codes that have been corrected and the DHSMV record is no longer valid, be sure to access the record on **X502** and **delete** it.