TRAIN Florida Report Request Form

Prepared. On Track. Online.

It's a New Day in Public Health

Please complete this form to request a report from TRAK-It or TRAIN Florida. **Please review the instructions before completing this form. Please allow 24 hours to process.**

Request Priority: Select Priority Request Date: Due Date:

Requested By:

First Name: Last Name:

Telephone: Ext: E-mail Address:

Organization: Select Organization **Department:**

Type of Report Request:
Select Type of Request

Report Format:
Select Report Format

TRAIN Florida Ad-hoc Report
Select Ad-hoc Report

Report Description (What would you like in your report?)**:**

Report Criteria
(Enter date parameters) From: To:

Division/Office/CHD:

Employee or Non-FTE Name: (If requesting a Transcript Report – Enter up to 5)

First Name:	Last Name:	User ID:
First Name:	Last Name:	User ID:
First Name:	Last Name:	User ID:
First Name:	Last Name:	User ID:
First Name:	Last Name:	User ID:

Title of Course(s) – Enter up to 20 **TRAK-It Course List**

1:		11:	
2:		12:	
3:		13:	
4:		14:	
5:		15:	
6:		16:	
7:		17:	
8:		18:	
9:		19:	
10:		20:	

Reasons for Report (why do you need the report?)**:** Select Reason for the Report

Additional Comments:

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead contact these offices by phone or in writing.

If you have a question, contact the **DOH LMS Site Administrator** at (850) 245-4008.

Submit Reset Form