



TRAIN Florida Report Request Form

It's a New Day in Public Health

Complete this form to request a report from TRAIN Florida. **Please review the instructions before completing this form. Allow a minimum of 24 hours to process your request.**

Request Priority: Request Date: Due Date:

Requested By:

First Name: Last Name:
Telephone: Ext: E-mail Address:
Organization: Department:

Type of Report Request: Report Format: TRAIN Florida 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:

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?):

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 Support Team** at (850) 245-4008.

