

Enrollment Summary Report

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Tool Search: Enrollment Summary Report

The **Enrollment Summary Report** will list a district-wide breakdown of enrollments grouped by school, grade, gender and race. This report will print for one school, multiple schools or All Schools.

The screenshot shows the configuration interface for the Enrollment Summary Report. At the top, there is a green header with the Infinite Campus logo and navigation icons. Below the header, the page title is "Enrollment Summary Report" with a star icon. A blue bar contains the report name "Enrollment Summary Report".

The main content area contains the following sections:

- Enrollment Effective Date***: A date picker set to 04/07/2022.
- Which schools would you like to include in the report?**: A dropdown menu with "All Schools" selected. Other options include: 2021-22 Abbott Elementary, 2021-22 Bryant Elementary, 2021-22 Chowen Middle, 2021-22 Drew Middle, 2021-22 Ewing High, Holland Christian South Side, Holland Heights, Holland High Sch551, and Holland Language Academy.
- Which Race/Ethnicity values would you like to use?**: Two radio buttons: "Federal Race/Ethnicity Values" (selected) and "State Race/Ethnicity Values".
- How would you like to format the report?**: Two radio buttons: "Original Format: Race/Ethnicities across the top and Grade Levels vertically" (selected) and "Tall Format: Grade Levels across the top and Race/Ethnicities vertically".
- What types of enrollments would you like to include in the report?**: Three checked checkboxes: "P:Primary", "S:Partial", and "N:Special Ed Services".
- Report Options:**: Two unchecked checkboxes: "Observe State Exclude (Do not include enrollments marked as state exclude)" and "Only print Race/Ethnicities in which there is at least one student with that value".
- Report Format:**: A dropdown menu set to "PDF".

At the bottom of the form is a "Generate Report" button.

Enrollment Summary Report

Report Logic

The Enrollment Summary Report includes totals of students enrolled in selected schools based on an entered effective date.

Report Editor

The following information details the Enrollment Summary Report Editor.

Option	Description
Enrollment Effective Date	This required field is used to return actively enrolled students as of the entered date. This field is defaulted to the current date but can be changed by selecting the calendar icon to the right of the field, or entering the date manually in <i>mmddyy</i> format.
Which schools would you like to include in the report?	The Enrollment Summary Report can be generated for multiple schools in the district or one school in the district. Because this report is complex, it is recommended to not generate the report for all schools in a district at one time. At least one school needs to be selected.

Option	Description
<p>Which Race/Ethnicity Values would you like to use?</p>	<p>Users can select which race/ethnicity values to include in the report - Federal Race/Ethnicity or State Race/Ethnicity Values.</p> <p>Each district is required to collect race/ethnicity data for students, and sometimes staff and parents/guardians based on the following federal values:</p> <ul style="list-style-type: none"> • 1: Hispanic/Latino • 2: American Indian or Alaska Native • 3: Asian • 4: Black or African American • 5: Native Hawaiian or Other Pacific Islander • 6: White • 7: Two or more races <p>States can also require additional values for race/ethnicity reporting, as desired.</p> <p>When choosing the Federal Race/Ethnicity Values on the Enrollment Summary Report, student summaries will be printed using the federal values noted above. When choosing the State Race/Ethnicity Values, student summaries will be printed using the race/ethnicity values defined by the state.</p> <p>The number and percentage of students that are not White (non-Hispanic) are calculated using the Federal value of 6: White when running the report using Federal Race/Ethnicity values. Any student with a value other than 6:White will be included in this number. When generating the report using State Race/Ethnicity values, the students who are considered White are determined using the Campus Dictionary. If the Dictionary contains a value of "white," any students with a different value will be included in this calculation. If no Campus Dictionary item contains a value of "white," a message will appear on the report indicating that the report should be generated using Federal Race/Ethnicity values to calculate this value.</p>

Option	Description
<p>How would you like to format the report?</p>	<p>The report can be generated using the Original Format or the Tall Format.</p> <p>The Original Format will print race/ethnicities across the top of the report and grade levels vertically.</p> <ul style="list-style-type: none"> • The report will print in portrait layout when there are eight or less race/ethnicities defined by the state. • The report will print in landscape layout when there are more than eight race/ethnicities defined by the state. <p>The Tall Format will print the grade levels across the top of the report and the Race\Ethnicities vertically.</p> <ul style="list-style-type: none"> • The report will print in portrait layout when there are eight or less grade levels for all schools included in the report. • The report will print in landscape layout when there are more than eight grade levels reported for any of the schools included in the report. <p>States that have many race/ethnicity values should use the Tall Format.</p>
<p>What types of enrollments would you like to include in the report?</p>	<p>Users can select to print only students who have a certain enrollment type chosen on their enrollment record. Enrollment records fall into three categories:</p> <ul style="list-style-type: none"> • P: Primary • S: Partial • N: Special Education <p>All types can be chosen at one time for display on the report (this is the default selection), but at least one enrollment type must be selected in order for the report to generate. Refer to the Enrollments page for more information on these types.</p>
<p>Report Options</p>	<p>The following can be selected when generating the Enrollment Summary Report:</p> <ul style="list-style-type: none"> • Observe State Exclude - will not print students whose enrollments are marked as state exclude. This only removes enrollment records that are marked as state exclude. Calendars and grade levels marked as state exclude may still be included on the report. • Only print race/ethnicities in which there is at least one student with that value • Print in HTML format (if this option is not selected, the report will display in a PDF document)
<p>Report Format</p>	<p>Indicates how the report generates - PDF, DOCX or HTML.</p>

Option	Description
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Report Generation

1. Enter an **Enrollment Effective Date**.
2. Select the **School(s)** to include on the report.
3. Select the appropriate **Race/Ethnicity** values to report.
4. Select the desired format of the report.
5. Select which types of **Enrollments** to include on the report.
6. Select which **Report Options** to include on the report.
7. Select the desired **Report Format**.
8. Click the **Generate Report** button.

For states that allow the recording of a non-male or non-female gender, a total count of Other is included.

09-10 Regional High School 600 Franklin Street, Whitman MA 02382 Generated on 08/27/2010 03:53:30 PM Page 1 of 1	Student Enrollment Summary Report Effective Date: 10/01/2009 Enrollment Types: P, S, N Total Race/Ethnicities: 18 of 62 Total Schools: 1 Race/Ethnicity Source: State Male/Female/Total: 601/600/1201
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Student Population by Race/Ethnicity and Grade Level (Male/Female/Total)

Grade	01	02	03	04	05	06	07	08	09	11	16	17	31	33	34	36	39	Undefined	Total	
09	143/122/265	4/5/9	1/1/2	0/2/2	-	2/0/2	-	-	-	-	-	-	1/0/1	-	3/2/5	-	-	-	0/1/1	154/133/287
10	139/138/277	5/2/7	1/1/2	2/3/5	0/1/1	3/1/4	1/0/1	2/3/5	1/0/1	1/0/1	-	-	1/0/1	-	-	-	-	-	-	156/149/305
11	130/140/270	2/4/6	2/1/3	2/2/4	-	2/1/3	0/1/1	2/0/2	-	-	0/1/1	-	-	-	-	-	0/1/1	-	1/0/1	142/151/293
12	130/158/288	4/1/5	2/0/2	-	-	1/1/2	-	-	-	-	0/1/1	-	1/0/1	2/2/4	0/1/1	-	1/0/1	1/0/1	143/164/307	
N	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0/1/1
SP	5/2/7	-	-	-	-	-	-	-	-	-	-	-	-	-	1/0/1	-	-	-	-	6/2/8
All Grades	547/560/1107	15/12/27	6/3/9	4/7/11	0/1/1	8/3/11	1/1/2	4/3/7	1/0/1	1/0/1	0/2/2	2/0/2	1/0/1	6/4/10	0/1/1	0/1/1	1/0/1	2/1/3	601/600/1201	

Student Population Excluding White not of Hispanic Origin
 **No Campus Dictionary item for "white" is available. Generate this report with Federal Race/Ethnicities to view this calculation based on Federal Designation of "white".

Enrollment Summary - HTML

Regional School District
Generated on 08/27/2010 03:58:24 PM Page 1 of 1

Student Enrollment Summary Report
Effective Date: 10/01/2009 Enrollment Types: P, N
Total Race/Ethnicities: 5 of 7 Total Schools: 2
Race/Ethnicity Source: Federal Male/Female Total: 196 138/334

Student Population by Race/Ethnicity and Grade Level (Male/Female/Total)

Outside Placement														
Race/Ethnicity	Grade 02	Grade 03	Grade 04	Grade 05	Grade 06	Grade 07	Grade 08	Grade 09	Grade 10	Grade 11	Grade 12	Grade K	Grade SP	All Grades
1:Hispanic/Latino	-	-	-	-	-	-	0/1/1	-	-	1/0/1	-	-	-	1/1/2
2:American Indian or Alaska Native	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3:Asian	-	0/1/1	-	-	-	-	-	-	-	-	-	-	-	0/1/1
4:Black or African American	-	1/0/1	-	-	-	-	-	-	-	-	-	-	-	1/0/1
5:Native Hawaiian or Other Pacific Islander	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6:White	1/1/2	1/0/1	2/0/2	0/1/1	4/1/5	4/1/5	3/0/3	2/0/2	2/1/3	3/1/4	1/0/1	3/1/4	2/2/4	28/9/37
7:Two or more races	-	-	-	-	-	-	-	-	-	1/0/1	-	-	-	1/0/1
Undefined	-	-	-	-	1/0/1	-	-	-	-	-	-	-	-	1/0/1
Total	1/1/2	2/1/3	2/0/2	0/1/1	5/1/6	4/1/5	3/1/4	2/0/2	2/1/3	5/1/6	1/0/1	3/1/4	2/2/4	32/11/43

Private School Students																
Race/Ethnicity	Grade 01	Grade 02	Grade 03	Grade 04	Grade 05	Grade 06	Grade 07	Grade 08	Grade 09	Grade 10	Grade 11	Grade 12	Grade KA	Grade KF	Grade KP	All Grades
1:Hispanic/Latino	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2:American Indian or Alaska Native	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3:Asian	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4:Black or African American	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5:Native Hawaiian or Other Pacific Islander	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6:White	5/1/16	5/5/10	8/5/13	5/5/11	5/5/11	5/4/9	7/4/11	8/9/17	8/5/14	44/16/60	31/20/51	30/28/58	0/2/2	0/2/2	0/2/2	161/125/287
7:Two or more races	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Undefined	-	1/0/1	-	-	-	-	1/0/1	0/1/1	1/0/1	-	-	-	-	-	-	3/1/4
Total	5/1/16	6/5/11	8/5/13	5/5/11	5/5/11	5/4/9	7/4/11	8/9/18	8/7/15	45/16/61	31/20/51	30/28/58	0/2/2	0/2/2	0/2/2	164/127/291

Student Population Excluding White not of Hispanic Origin

School	Total	Percentage
Outside Placement	8	13.95%
Private School Students	4	1.37%
Total	10	2.99%