

# State Enrollment Overlap Report

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[Report Logic](#) | [Report Editor](#) | [Generate the Report](#)

Tool Search: State Enrollment Overlap Report

This report lists students who are simultaneously enrolled in two or more different schools on the same date. While running the report, students visible under the user's calendar rights enable the visibility of data regarding enrollment overlaps that pertain to other schools in the state.

This report is available in District Edition where there is a connected State Edition.

State Enrollment Overlap Report ☆

Student Information > Reports > State Enrollment Overlap Report

State Enrollment Overlap Report

This report outputs enrollment information for students in the district who have overlapped enrollments statewide. All schools in the district are considered during report generation.

This is a very complex report. Please try to limit the number of students run per batch or consider using the Submit to Batch button.

Which students would you like to include in the report?

☒ Grade
 

All Students

00

01

02

03

☐ Ad Hoc Filter

Which type of enrollments would you like to evaluate?

School Year 

Choose a School Year ▼

Enrollment Date  To

Enrollment service type:

☐ All  
☐ Primary  
☐ Partial  
☐ Special Ed Services  
☐ Include no show enrollments  
☐ Include same day overlaps

How would you like the report sorted?

☒ Alpha
 ☐ Grade
 ☐ Student Number

Report Format:

PDF ▼

Generate Report

Submit to Batch

## Report Logic

The State Enrollment Overlap Report is the district's version of the Enrollment Overlap Report. It returns the district's view of enrollment overlaps across the entire state. It returns students who are actively enrolled in a school more than once, enrolled in two or more schools during the same date range, enrolled in multiple schools in the same date range in the same school year within the state, and district enrollment overlaps across the state for the same date range and school year.

When running the State Enrollment Overlap Report, the following data reports from primary enrollments only:

- Enrollments in the selected school year.
- Enrollments that overlap within the state at the same or across grade levels.
- At least one enrollment within the selected grade level that overlaps within the state at the same or different grade levels.
- For states that retain the State Exclude marked enrollments, those enrollments are part of the returned data reflecting comparison enrollments that overlap.

## Report Editor

The following defines the data elements and functionality available on the State Enrollment Overlap Report Editor.

Option	Description
<b>Which students would you like to include in the report?</b>	
<b>Grade</b>	<p>Only students in the selected grade level are included in the report.</p> <p>When generating the <b>State Enrollment Overlap Report</b> from <b>District Edition</b>:</p> <ul style="list-style-type: none"> <li>• If all grades are selected, enrollment in any grade level that overlap reports.</li> <li>• If a single grade level is selected, enrollments in the selected grade level and any other enrollment in any other grade level that overlap reports.</li> </ul> <p>Choosing a grade level acts as a filter to limit which district students to compare enrollments looking for overlaps in all grades across the state. The state query would not be confined to grade level. But, the district generating the report could choose to only look at one grade level's enrollments and match those students to wherever they are found across the state, as long as they remain in the same school year.</p>
<b>Ad hoc Filter</b>	Only students in the selected ad hoc filter are included in the report.
<b>Which type of enrollments would you like to evaluate?</b> <i>All of these options can be selected for inclusion in the report, or none of these options can be chosen. It is recommended that at least one option be chosen. No shows and Same Day Overlaps do not report unless their respective inclusion check boxes are marked.</i>	
<b>School Year</b>	<p>Only school years to which the user has rights appear in this dropdown list. A selection of a specific school year must be made in order for data to populate.</p> <p>When generating the <b>State Enrollment Overlap Report</b> from <b>District Edition</b>, primary enrollments from the selected school year are compared.</p>
<b>Enrollment Date</b>	<b>Enrollment Date</b> is an optional date range entry and narrows results of students in the selected school year to return enrollments overlapping during the entered dates. Enter dates in <i>mmddyy</i> format, or use the calendar icon to select a date.
<b>Enrollment Service Type</b>	Choose which enrollment service types to include in the report. Mark All, just Primary (the main enrollment record for the student), Partial, Special Ed Services, or perhaps a service type that is only available in your state. All options can be marked for inclusion in one report.

Option	Description
<b>Include No Show Enrollments</b>	<p>No Show Enrollments are those enrollments where the student never began attending classes for the school year. In some states, no show enrollments are handled differently.</p> <p>This is based on the selection of the No Show checkbox on the student's enrollment record.</p> <p>If a school applies No Shows to a date before the start of the school year then No Shows won't overlap regular school year days when the report is generated.</p> <p>If a student enrollment overlaps with an enrollment marked as No Show in another district, the overlap enrollment displays NO SHOW in parenthesis appended to the calendar name for both districts when each district marks this checkbox. This also displays when the comparison school data from the state indicates another district has the enrollment identified as a no show.</p>
<b>Include Same Day Overlaps</b>	<p>Same Day Overlaps are enrollment records that are overlapping for only one day. If one enrollment ended yesterday and another enrollment started yesterday, those enrollments would overlap by one day.</p> <p>State Exclude marked enrollments are generally included in this report's data. If a student's enrollment record has the State Exclude checkbox marked and is identified as one or both of Same Day Overlap or No Show, to view the State Exclude enrollments on the report, the user must check the appropriate inclusionary checkboxes pertaining to either or both the No show (<b>Include no show enrollments</b> checkbox), Same Day (<b>Include same day overlaps</b> checkbox).</p> <p>If a state does not save the State Exclude enrollments, they are not be included with the comparison data of student enrollments.</p>
<b>How would you like the report sorted?</b>	
<b>Alpha</b>	Alphabetical by last name.
<b>Grade</b>	Numeric by grade level, then alphabetic by last name.
<b>Student Number</b>	Numeric by student number.
<b>Report Format</b>	
<b>PDF, DOCX, HTML</b>	The report generates in PDF, DOCX or HTML format.
<b>Report Generation</b>	
<b>Generate Report</b>	Generates the report immediately.

Option	Description
<b>Submit to Batch</b>	Sends the report to a queue where users can choose when to generate it. This helps with larger schools or when several calendars are selected for generation. See the <a href="#">Batch Queue</a> article for more information

## Generate the Report

1. Select the students to include by choosing appropriate **Grade Levels** or selecting an **Ad hoc Filter**.
2. Select the **School Year** from which to return enrollment information. A School Year must be selected for data to report.
3. Enter **Enrollment Date** in the calendar date fields, if desired.
4. Select the desired **Enrollments** to include.
5. Select the appropriate **Sort Option** for the report.
6. Select the desired **Report Format**.
7. Click the **Generate Report** or the **Submit to Batch** button. The report lists the students who have overlapping enrollment records.

Generating the report without marking either of the inclusionary checkboxes (Include No Show Enrollments and Include Same Day Overlaps) excludes all enrollments marked as No Show and same day overlap enrollments, but DOES include enrollments marked as State Exclude.

If the state does not accept the State Exclude marked enrollments, the state excluded enrollments from other districts do not appear in the overlap comparisons. Only the district with overlaps looking within itself reports the State Exclude marked enrollments.

12345 Independent School District Generated on 10/25/2019 02:43:52 PM Page 1				State Enrollment Overlap Report Year: 19-20 All Grades Sort: Grade Students: 111 Enrollment Date: 09/01/2019 - 10/25/2019 Included: No Show Enrollments Same Day Overlaps Enrollment types: All				
Student (#)	District	School	Calendar	Grade	Start/End Date	Type	Percent	Overlap Days
Student, Benson J (#123456789)	County A	Private School	19-20 Adams High	09	08/20/2019-06/30/2020	N	1.000	
	County B	Northeast HS	19-20 Bryant High	09	07/01/2019-06/30/2020	P	100.000	316
Student, Cammie (#182057807)	County C	Private School	19-20 Chowen High	09	08/20/2019-06/30/2020	N	1.000	
	County D	Northeast HS	19-20 Drew High	09	07/01/2019-06/30/2020	P	100.000	316
Student, David (#184869740)	County C	Private School	19-20 Ewing High	10	08/20/2019-06/30/2020	N	1.000	
	County D	Northeast HS	19-20 Franklin High	10	07/01/2019-06/30/2020	P	100.000	316

Image 2: DOCX Example

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Image 3: PDF Example