

Student Information Reports Tool Rights

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Since generating a report doesn't add or change existing data, only Read rights are required. Write/Add/Delete rights, if granted, have no impact. This article contains screenshots of what the Student Information Reports look like, with summaries of what each report is used for.

See the individual articles in [Student Information Reports](#) to learn more about these reports and how to run them.

Reports	All	Read	Write	Add	Delete
Activity Eligibility Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Age/Grade Level Exceptions Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Caseload Summary Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Counselor Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Duplicate IDs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Duplicate Students Search	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enrollment Loss Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enrollment Overlap Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enrollment Status Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enrollment Summary Details Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enrollment Summary Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
File Labels By DOB	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Folder Labels by DOB	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduation Cohort Validation Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medicaid Eligibility Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medicaid Provider Service Log	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medicaid Service Log	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medicaid Service Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No Show Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan Audit Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Process Compliance Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service Detail Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service Provider Detail Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service Provider Summary Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service Summary Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Accommodations Report (MN)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Results Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Student Information - Reports Tool Rights

Some information may not display on a report if the person generating the report doesn't have rights to view it. Users require Calendar Rights that determine the years and schools for which they can generate reports.

Activity Eligibility Report

The [Activity Eligibility Report](#) can be used to monitor student grades and determine eligibility for participation in activities such as sports and theater.

The screenshot shows the 'Activity Eligibility Report' interface. On the left, there are filters for 'Which students would you like to include in the report?' with options for 'Grade' (08, 09, 10, 11) and 'Ad Hoc Filter'. Below that are 'Grading Terms' (Q1) and 'Activity Courses' (Fall, Spring, Summer). At the bottom left, there are 'Grade Option' (In-Progress) and 'Sort Option' (Student). The 'Report Format' is set to 'PDF'. A 'Generate Report' button is at the bottom left.

The main content area shows a table titled '2019-20 High School Activity Eligibility Grades Report'. The report options are 'All Grades Terms: Q1, Q2, Q3, Q4 All Tasks All Scores Students: 5' and the effective date is '11/12/2019 In-Progress Grades'. The table has columns for Student, Course/Teacher, Task, Q1, Q2, Q3, and Q4.

Student	Course/Teacher	Task	Q1	Q2	Q3	Q4
Student, Abby Student#: 123456 Grade: 11 Activity: Tennis - Girls	English 11 I Teacher, Dave	Semester				NC
Student, Adam Student#: 234567 Grade: 10 Activity: Soccer - Boys	EL Adv. Academic Skills I Teacher, Richard	Quarter	A			
Student, Beth Student#: 345678 Grade: 11 Activity: Tennis - Girls	English 11 I Teacher, Peter	Semester				NC
Student, Carrie Student#: 456789 Grade: 11 Activity: Soccer - Girls	English 11 I Teacher, Mike	Semester				NC
Student, David Student#: 567890 Grade: 11 Activity: Cross Country - Boys	English 11 I Teacher, Mike	Semester				NC

At the bottom of the table, there is a '1=NC' indicator.

Age and Grade Level Exceptions Report

The [Age/Grade Level Exceptions Report](#) identifies students enrolled in grade levels but may not be the appropriate age for that grade level, as determined by the [Grade Level Age](#) settings. Schools can generate this report to verify the enrollments into the grade level are correct for this student or determine which students need to be enrolled in a different grade level.

Age/Grade Level Exceptions Report ☆ Student Information > Reports > Age/Grade Level Exceptions Report

Age/Grade Level Exceptions Report

This report identifies students who fall outside the age/grade guidelines established by the district:

- Students who have not reached the minimum age for a grade, by the cutoff date.
- Students who are of the maximum age for a grade, whose birthdays fall after the cutoff date.
- Students who have exceeded the maximum age for a grade.

Which calendar(s) would you like to include in the report?

active year
 list by school
 list by year

23-24

- 23-24 Calaveras High School
- 23-24 Calaveras River Acad
- 23-24 COOE Jenny Lind Pre
- 23-24 COOE San Andreas P
- 23-24 COOE Valley Springs
- 23-24 CSIS District School
- 23-24 Gold Strike High Scho
- 23-24 Growing Together JL
- 23-24 Growing Together SA
- 23-24 Growing Together VS
- 23-24 Growing Together VS
- 23-24 Jenny Lind Elementary
- 23-24 Mokelumne Hill Elemer
- 23-24 Non-Public School
- 23-24 San Andreas Element
- 23-24 Sierra Hills Education
- 23-24 Toyon Middle School
- 23-24 Valley Springs Elemen
- 23-24 West Point Elementar

**2021-22
High School**

Generated on 03/10/2022
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Age/Grade Level Exceptions Student List

2021-22 | High School

Name	Student Number	Gender	DOB	Grade	Age by Cutoff Date	Cutoff Date	Min Age	Max Age
Student, Abraham	123456	M	11/02/2001	09	13	09/08/2015	15	16
Student, Becca	234567	M	05/20/2001	09	14	09/08/2015	15	16
Student, Calvin	345678	F	03/16/2001	09	14	09/08/2015	15	16
Student, Donna	456789	M	09/23/2001	09	13	09/08/2015	15	16

Report Format: PDF

Age/Grade Level Exceptions Report

Counselor Report

The [Counselor Report](#) prints counselor information for students. To appear in this report, the staff member must be listed as a counselor in the District Assignment or in the Personnel Master, and the student must have an active enrollment.

Counselor Report ☆ Student Information > Reports > Counselor Report

Counselor Report

This report prints information for students and their Counselors based on active Counselor Staff Team memberships. If the Counseling Effective Date is left blank, all Counselor Staff history for a student will print.

Which students would you like to include in the report?

Grade All Students

Grade: 08, 09, 10, 11

Ad Hoc Filter

Enrollment Effective Date: 03/17/2025

Exclude students without a counselor

Which counselors would you like to include in the report?

Counselor (Total: 10)

- All Counselors
- Crosby, Arianna
- Duggan, Debra
- Dukowitz, Jamie
- Easley, Antwan
- Erner, Marliou
- Ostadt, Stacy
- Opel, Cameron
- Range, Krista
- Ritter, Jacob

Counseling Effective Date: 03/17/2025

Group Options: Student Counselor

Report Format: PDF

**2019-20
High School**

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Counselor Report

All Grades Effective Date: 09/04/2019
Counseling Effective Date: 09/04/2019
Students: 1481 Counselors: 8

Grade	Student (#)	Counselor	Start/End Date	Title	Work Phone	Cell Phone	Email
10	Student, Amanda (#123456)	Staff, Alice	08/20/2018 -	Counselor			counselor_HS@school.com
10	Student, Ben (#234567)	Staff, Alice	08/20/2018 -	Counselor			counselor_HS@school.com
10	Student, Charlotte (#345678)	Staff, Alice	08/20/2018 -	Counselor		(612)888-8888	five.aaa@infinitecampus.com
10	Student, David (#456789)	Staff, Brian	08/20/2018 -	Counselor			counselor_HS@school.com
10	Student, Eric (#567890)	Staff, Brian	08/20/2018 -	Counselor			counselor_HS@school.com

Counselor Report

Duplicate IDs Report

The [Duplicate IDs Report](#) lists students who have the same Local ID (Student Number) and/or State ID as other students. The report searches for duplicate Local or State IDs assigned to

multiple students across the entire district, regardless of the school selected in the Campus toolbar. ALL students associated with duplicate Local or State IDs are returned, including inactive students.

24-25 Harrison High
5856 Peachtree Parkway, Metro City MN 55436
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Student Duplicate ID Report
Matching Criteria: Local ID Sort By Name
Person: 7 Duplicates: 4

Name	Gender	Birth Date	Local ID	State ID	Calendar	Grade	Enrollment Date
Alborough, Dallas	M	01/01/2008	109301	0000000109301	24-25 Harrison High	12	07/01/2024-
Critten, Geraldine	F	01/03/2018	109301	0000003018253	24-25 Cleveland Elementary	01	07/01/2024-
Baker, Courtney	F	08/17/2002	152	0000001556541	20-21 Harrison High	12	07/01/2020-06/01/2021
Baker, Jacques	M	09/21/2000	152	0000001528553	19-20 Harrison High	12	07/01/2019-
Bannell, Innes	M	03/14/2017	104710	0000007100914	24-25 Arthur Elementary	02	07/01/2024-
Phillips, Emile	M	04/26/2009	104710	0000007105665	Lincoln Elementary	04	06/22/2018-
Rawls, Brady	M	06/01/2009	104724	0000007245701	Lincoln Elementary	04	06/22/2018-

Duplicate IDs Report

Duplicate Students Search Report

The [Duplicate Students Search](#) displays student records with a match in demographic information based on either an Exact Match or a Soundex Match. This report is useful in maintaining clean student data.

18-19 HIGH SCHOOL
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Duplicate Students Search Report
Matching Criteria: Name, Birthday, SSN, Race, Gender
Person: 2
Duplicates: 2

Name	SSN	Student #	Birthday	Gender	Race	District	School	Enrollment & Contact	Year	Grade	Start/End Date
Student, Ann	123456789	01/01/2002	F	4		HIGH SCHOOL			18-19	10	08/13/2018-
Student, Ann	Pending	01/01/2002	F	4		HIGH SCHOOL			18-19	10	08/13/18 - 06/30/19
Student, Ann	Pending	01/01/2002	F	4		HIGH SCHOOL			18-19	10	08/13/2018-
Student, Ann	123456789	01/01/2002	F	4		HIGH SCHOOL			18-19	10	08/13/18 - 06/30/19

Duplicate Students Search

Enrollment Reports

Enrollment Loss Report

The [Enrollment Loss Report](#) provides a list of students who are no longer enrolled in the selected school as of the entered date.

1234 SCHOOL DISTRICT

Enrollment Loss Report
School(s): 5 Calendar(s): 5

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School: Elementary School Calendar: 2021-22 Elementary Grade: HK

Grade	Student	Student Number	R/E	G	Address	Zip	Proj Loc	Loss Reason
HK	Student, Amy	123456	4	F	145 Island Ave	55512	XXX	No Enrollment
HK	Student, Brian	234567	00	M	408 Quill Lane	55512	XXX	No Enrollment
HK	Student, Chloe	345678	4	F	310 Button Road	55512	XXX	No Enrollment

Total Grade HK: 3

School: Middle School Calendar: 2021-22 Middle School Grade: 06

Grade	Student	Student Number	R/E	G	Address	Zip	Proj Loc	Loss Reason
06	Student, Drake	456789	4	M	852 Palisades Drive	55512	011	

Total Grade 06: 1

Enrollment Loss Report

Enrollment Overlap Report

The [Enrollment Overlap 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.

18-19 Emerson High School

Enrollment Overlap Report
Year: 18-19 All Grades
Sort: Student Name Students: 12
Included: No Show Enrollments
Enrollment types: All

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School: Emerson High School

Student (#)	School	Calendar	Grade	Start/End Date	Type	Percent	Overlap Days
Student, Alan (#123456)	Emerson High School	18-19 Emerson High School	10	07/24/2018-06/30/2019	S		
	Franklin High School	18-19 Franklin High School	10	07/24/2018-06/30/2019	P		342
Student, Amelia (#234567)	Emerson High School	18-19 Emerson High School	12	07/24/2018-06/30/2019	P		
	Franklin High School	18-19 Franklin High School	12	08/13/2018-06/30/2019	S		322
Student, Benson (#345789)	Emerson High School	18-19 Emerson High School	12	10/01/2018-06/30/2019	P		
	Out of District School	18-19 Out of District School	12	08/27/2018-06/30/2019	P		273
Student, Bethany (#456789)	Emerson High School	18-19 Emerson High School	12	07/24/2018-06/30/2019	P		
	Franklin High School	18-19 Franklin High School	12	08/13/2018-06/30/2019	S		322
Student, Cameron (#567890)	Emerson High School	18-19 Emerson High School	12	07/24/2018-06/30/2019	P		
	Franklin High School	18-19 Franklin High School	12	08/13/2018-06/30/2019	S		322
Student, Cassie (#678901)	Emerson High School	18-19 Emerson High School	11	07/24/2018-06/30/2019	S		
	Dupont Education Center	18-19 Dupont Education C	11	07/24/2018-06/30/2019	P		342

Enrollment Overlap Report

Enrollment Status Report

The [Enrollment Status Report](#) displays all enrollment information for a certain student within a certain calendar. If a student is enrolled and then leaves the district but moves back, both enrollments are included on the report.

Enrollment Status Report ☆ Student Information > Reports > Enrollment Status Report

This report lists students' enrollment start/end status and mailing address. The default calendar year is the current selected calendar.

Which students would you like to include in the report?
 Grade
 Ad Hoc Filter

Which calendar(s) would you like to include in the report?
 active year
 list by school
 list by year

Enrollment Add Date: From [] To []
 Enrollment Drop Date: From [] To []

Display Options:
 Start Date
 End Date
 Gender Identity

How would you like the report sorted?
 Alpha Grade Student Number

Which enrollment status would you like to include in the report?
 State Start/End Status
 Local Start/End Status

Student/Address	Gender	Student Number	Calendar	Grade	Add Date	Drop Date
Student, Anders 4321 A Street, Any Town MN 55555	M	123456	2018-19 Franklin High School Start Status(00): Last year, public school, same district End Status(05): Moved out of MN	12	09/03/2018	09/03/2018
Student, Brianna 2219 Z Avenue, Any Town MN 55555	F	234567	2018-19 Franklin High School Start Status(00): Last year, public school, same district End Status(02): Transfer to another school in district	12	09/04/2018	09/14/2018
Student, Charles 219 C Road Any Town MN 55555	M	345678	2018-19 Franklin High School Start Status(00): Last year, public school, same district End Status(02): Transfer to another school in district	12	09/04/2018	09/14/2018
Student, Della 987 D Blvd, Any Town MN 55555	F	456789	2018-19 Franklin High School Start Status(04): Last year, MN public school, other district End Status(99): Enrollment Status changed	12	09/17/2018	09/21/2018
Student, Everett 5444 E Trail, Any Town MN 55555	M	567890	2018-19 Franklin High School Start Status(00): Last year, public school, same district	12	09/03/2018	09/03/2018

Enrollment Status Report

Enrollment Summary Details Report

The [Enrollment Summary Details Report](#) provides student enrollment data, including the start and end dates of enrollment, enrollment status, and race/ethnicity information.

Enrollment Summary Details Report ☆ Student Information > Reports > Enrollment Summary Details Report

This report is a detail version of the Enrollment Summary Report. Student demographic and enrollment information will display and sort as determined in the report editor. Either Federal or State Race/Ethnicity values can be used. This report can be run for multiple calendars within a School Year. It is preferable to select grade levels or an ad-hoc filter. Using both will narrow the reporting population by the criteria used in both filters.

Enrollment Effective Date: 03/21/2025

Grade(s): []
 Ad Hoc Filter: []

What types of enrollments would you like to include in the report? At least one must be selected.
 P-Primary
 S-Partial
 N-Special Ed Services

Observe State Exclude (Do not include enrollments marked as state exclude)

Which Race/Ethnicity values would you like to use?
 Federal Race/Ethnicity values
 State Race/Ethnicity values

Student	Gender	Student Number	Race/Ethnicity	Calendar	Grade	Start Date	End Date	Type
Student, Alex	M	123456	White	2019 - HS - REGULAR Start Status(E1): 1st AZ enroll, from same school	10	07/23/2018		Primary
Student, Annie	F	234567	White	2019 - HS - REGULAR Start Status(E1): 1st AZ enroll, from same school	10	07/23/2018		Primary
Student, Benjamin	F	345678	Hispanic/Latino	2019 - HS - REGULAR Start Status(E1): 1st AZ enroll, from same school	10	07/23/2018		Primary
Student, Britt	M	456789	Hispanic/Latino	2019 - HS - REGULAR Start Status(E1): 1st AZ enroll, from same school	10	07/23/2018		Primary
Student, Calvin	M	567890	White	2019 - HS - REGULAR Start Status(E1): 1st AZ enroll, from same school	10	07/23/2018		Primary
Student, Caroline	F	678901	White	2019 - HS - REGULAR Start Status(E1): 1st AZ enroll, from same school	10	07/23/2018		Primary

Enrollment Summary Details Report

Enrollment Summary Report

The [Enrollment Summary Report](#) lists 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.

Enrollment Summary Report ☆ Student Information > Reports > Enrollment Summary Report

Enrollment Summary Report

This report will list a breakdown of enrollments grouped by school, grade, gender and race/ethnicity. The report can be generated using Federal Race/Ethnicity designations or State Race/Ethnicity values. If your state has many different values for Race/Ethnicity, the Tall report format is recommended. Students with enrollments flagged as "No Show" are not included in this report.

Enrollment Effective Date: 03/21/2025

Which schools would you like to include in the report?

- All Schools
- 2/3 Day Preschool - NHLC (Non Rpt)
- 2/3 Day Preschool - ZLE (Non Rpt)
- 5 Day Preschool - NHLC (Non Rpt)
- Adult Academic Program
- Armstrong Credit Recovery
- C & T OUT (Non Rpt)
- Cooper Credit Recovery
- Early Adventures - Neill
- Early Adventures- PLE

Which Race/Ethnicity values would you like to use?

Federal Race/Ethnicity Values

State Race/Ethnicity Values

How would you like to format the report?

Original Format: Race/Ethnicities across the top and C

Tall Format: Grade Levels across the top and Race/E

Regional School District

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Student Enrollment Summary Report

Effective Date: 10/01/2009 Enrollment Type: P, N
Total Race/Ethnicities: 3467 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	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	-	-	-	-	-	-	01/1	-	-	10/1	-	-	-	11/2
2-American Indian or Alaska Native	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3-Asian	-	01/1	-	-	-	-	-	-	-	-	-	-	-	01/1
4-Black or African American	-	10/1	-	-	-	-	-	-	-	-	-	-	-	10/1
5-Native Hawaiian or Other Pacific Islander	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6-White	11/2	10/1	20/2	01/1	41/6	41/6	30/3	20/2	21/3	31/4	10/1	31/4	22/4	26/37
7-Two or more races	-	-	-	-	-	-	-	-	-	10/1	-	-	-	10/1
Undefined	-	-	-	-	10/1	-	-	-	-	-	-	-	-	10/1
Total	11/2	21/3	20/2	01/1	61/6	41/6	31/4	20/2	21/3	61/6	10/1	31/4	22/4	32/143

Private School Students	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 K/A	Grade K/P	Grade K/P	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	61/16	66/12	66/13	66/11	66/11	64/9	74/11	69/17	66/14	44/16/62	31/20/61	30/28/66	0/0	0/0	0/0	161/262/87
7-Two or more races	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Undefined	-	10/1	-	-	-	-	-	10/1	01/3	10/1	-	-	-	-	-	31/4
Total	61/16	66/11	66/13	66/11	66/11	64/9	74/11	69/18	67/16	46/16/61	31/20/61	30/28/66	0/0	0/0	0/0	164/272/91

School	Total	Percentage
Outside Placement	9	12.96%
Private School Students	4	1.37%
Total	10	2.96%

Enrollment Summary Report

File Labels by DOB

The [File Labels by DOB](#) report is formatted to print on 1" X 2-5/8" labels (Avery 5160). The labels include the student's name, student number, and birthdate. The report includes only students whose birth dates fall within the entered date range.

File Labels By DOB ☆ Student Information > Reports > File Labels By DOB

File Labels By Date Of Birth

This report is formatted to print on 1 X 2-5/8 labels (Avery 5160). The labels include Student Name, Student Number, and Date of Birth. Only the students whose birth date falls within the user input date range are included in the report.

*Starting Birth Date:

*Ending Birth Date:

Which students would you like to include in the report?

Grade

Ad Hoc Filter

How would you like the report sorted?

Name Student Number

Report Format: PDF

Student, Anna 123456 10/10/2001	Student, Declan 456789 04/30/2002	Student, Geenie 789012 06/21/2002
Student, Benjamin 234567 01/01/2002	Student, Evie 567890 04/05/2002	Student, Homer 890123 10/24/2001
Student, Callie 345678 06/27/2002	Student, Franklin 678901 11/14/2001	Student, Ivy 901234 10/21/2001

File Labels by DOB

Folder Labels by DOB

The [Folder Labels by DOB](#) report is formatted to print on 1" X 2-5/8" labels (Avery 5160). The labels include the guardian's name, student name, gender, date of birth, primary household address, and household phone number. Only students whose birth date falls within the entered birth date range (required entry) will be included on the report.

Folder Labels by DOB ☆ Student Information > Reports > Folder Labels by DOB

Folder Labels By Date Of Birth

This report is formatted to print on 1 X 2-5/8 labels (Avery 5160). The labels include Guardian Name(s), Student Name, Gender, Student Number, Date of Birth, Household Phone and Primary Household Address. Only those students whose birth dates fall within the date range entered are included in the report.

*Starting Birth Date:
 *Ending Birth Date:

Which students would you like to include in the report?

Grade Ad Hoc Filter

All Students
 AAP
 EC
 HK
 K

What information would you like to include? (Student name will always print.)

Student Number and Date of Birth
 Guardian Name(s)
 Household Phone Number

If a household has more than one address, which would you like to include?

Mailing Address

Guardian, Jamie
 Student, Stephanie P (F)
 #111111 -- 01/14/1993 -- (763)555-1212
 -----Address NA-----

Guardian, Patricia
 Student, Noah A (M)
 #111111 -- 09/10/1992 -- (763)555-1212
 1234 Fourth Street
 Any Town, MN 55555

Guardian, Todd
 Student, Dalton B (M)
 #111111 -- 12/14/1992 -- (763)555-1212
 1234 Seventh Avenue
 Any Town, MN 55555

Guardian, Jon D
 Guardian, ulie K
 Student, Tucker J (M)
 #111111 -- 08/24/1992 -- (763)555-1212
 1234 61st Ave N
 Any Town, MN 55555

Guardian, Bruce L
 Guardian, Kim J
 Student, Braxton E (M)
 #111111 -- 05/15/1992 -- (763)555-1212
 1234 Second Road
 Any Town, MN 55555

Guardian, Ismar
 Guardian, Amal
 Student, Umayah I (M)
 #111111 -- 11/21/1992 -- (763)795-4147
 4444 Left Lane N
 Any Town, MN 55555

-----Guardian NA-----
 Student, Dontray S (M)
 #111111 -- 11/22/1992 -- (763)555-1212
 5555 42nd Avenue
 Any Town, MN 55555

Guardian, Amy
 Guardian, Jim
 Student, John R (M)
 #111111 -- 12/31/1992 -- (763)555-1212
 1111 15th Street
 Any Town, MN 55555

Folder Labels by DOB

Graduation Cohort Validations Report

The [Graduation Cohort Validations Report](#) lists graduation and cohort records that are not complete or do not match enrollment records. Information returned on this report can be used to perform data cleanup before state and federal graduation reporting.

Graduation Cohort Validation Report ☆ Student Information > Reports > Graduation Cohort Validation Report

Graduation Cohort Validations

This report lists graduation and cohort records that are not complete or do not match enrollment records.

Validation Types
 Choose one or more validation(s) to include on the report

Inconsistent Enrollment/Graduation Data
 Incomplete Graduation Data
 Diploma Date
 Diploma Type
 Diploma Period
 Post Grad Location
 Post Grad Plans
 Inconsistent Enrollment/Cohort Data
 Incomplete Cohort Data
 Cohort Field Determination
 System Populated Auto
 User Populated
 Conversion

Report Elements
 Choose the data elements to include on the report

District Number
 District Name
 School Number
 School Name
 School StateID
 Student Last Name
 Student First Name
 Student Middle Initial
 Grade

Which calendar(s) would you like to include?

active year list by school

2024-25
 2024-25 Adult Academic Program
 2024-25 Armstrong Credit Recov
 2024-25 C & T OUT (Non Rpt)

18-19 High School

Generated on 05/28/2019 11:09:19 AM Page 1 of 20

Graduation Cohort Validations
 Calendar: 18-19 High School

Inconsistent Enrollment/Graduation Data										
Student Number	District Name	School Number	School Name	State ID	Last Name	First Name	MI	Current Grade	Diploma Status	Diploma Date
10	Sample	001	High School	23456789	Student	Alfred	A	10	In-Date	Continuing Enrollment
10	Sample	001	High School	23456790	Student	Bernard	I	10	In-Date	In the Midst of Transfer
10	Sample	001	High School	34567801	Student	Cameron	J	10	In-Date	Transfer - Not Continuing Enrollment

Graduation Cohort Validation Report

Medicaid Reports

Medicaid Eligibility Report

The [Medicaid Eligibility Report](#) is used to assess eligibility across the district more effectively. Users can generate the report by students, by school year, and by insurance type, and the report provides several sort options.

Medicaid Eligibility Report ☆ Student Information > Reports > Medicaid Eligibility Report

Medicaid Eligibility Report

This report prints students' insurance eligibility

Date* Which calendar(s) would you like to include in the report?
 active year
 list by school
 list by year

Which students would you like to include in the report?
 Students Student Name(Student#)-Grade
 Ad Hoc Filter

Sort Options
 School Year / Name
 Student Name
 Insurance Name
 Verification Date

Which insurance(s) would you like to include in the report?
 All Insurances
 Medicaid

2011-12 High School		Medicaid Eligibility Report	
09/13/2012 03:05:30 PM		Filter On: All Students Sort By: School Year / Name Total Students: 2 Total Insurances: 1 Page 1 of 1	
School	Student (#)	Insurance Type:	Insurance Name (Start Date - End Date)
2024-25	Student, Bailey (123456) DOB: 01/21/1997 Grade: 09	Medicaid:	Medicaid (08/01/2010 - 08/01/2013) Verified Date: ReleaseDate: Denial Of Billing Date:
2024-25	Student, Bailey (123456) DOB: 01/21/1997 Grade: 09	Medicaid:	Medicaid (08/01/2010 - 08/01/2013) Verified Date: ReleaseDate: Denial Of Billing Date:
2024-25	Student, Brady (456789) DOB: 05/22/1994 Grade: 11	Medicaid:	Medicaid (01/01/2011 - 01/01/2013) Verified Date: ReleaseDate: Denial Of Billing Date:

Medicaid Eligibility Report

Medicaid Provider Service Log Report

The [Medicaid Provider Service Log Detail Report](#) lists the services being provided to students by each provider for each service group type and by location.

Medicaid Provider Service Log ☆ Student Information > Reports > Medicaid Provider Service Log

Medicaid Provider Service Log Report

This report lists the Medicaid service log for each provider.

Service Date* From To

Service Group General Transportation Medical Paraprofessional

Service List
 All Services
 Speech and Language
 Transportation

Provider List
 All Providers
 Ahlers, Maria
 Anderson, Jamie
 Beebe, Elizabeth
 Berg, Suzanne
 Billington, Zuleika
 Brand, Katherine
 Burger, Megan
 Denison, Pat
 Dirks, Erica

Service Location
 Sort By Name Number Type
 All Schools
 300 2/3 Day Preschool - NHLC (Non Rpt)
 302 2/3 Day Preschool - ZLE (Non Rpt)
 305 5 Day Preschool - NHLC (Non Rpt)
 648 Adult Academic Program

Minnesota State		Medicaid Provider Service Log			
Generated on 09/11/2012 10:13:27 AM Page 1 of 1		Date: 01/01/2011 - 09/11/2012 Providers: 3 Services: 3 Students: 3 Logs: 7			
1. Provider: Provider, Ann Agency: Service: 1 Logs: 3 Students: 1					
1.1 Service: #555 Transportation Group: Transportation ICD9 Code: 307.50: Other and unspecified disorders of eating Logs: 3 Students: 1					
Student (#Student Number)	Date	Start Location	End Location	Miles	Notes
Student Devin(#1234567891111111)	11/11/2011				
Student Devin(#1234567891111111)	11/12/2011				
Student Devin(#1234567891111111)	12/12/2011				
2. Provider: Provider, Bernadette Agency: Service: 2 Logs: 3 Students: 1					
2.1 Service: #555 Transportation Group: Transportation ICD9 Code: 314.01: ADHD/Attention deficit disorder with hyperactivity Logs: 2 Students: 1					
Student (#Student Number)	Date	Start Location	End Location	Miles	Notes
Student, Ana (#234567)	09/11/2011				
Student, Ana (#234567)	09/04/2012				
2.2 Service: #3 Eye Examinations Group: Medical ICD9 Code: 314.01: ADHD/Attention deficit disorder with hyperactivity Logs: 1 Students: 1					
Student (#Student Number)	Date	Medication Name - Form	Time	Doses	Notes
Student, Ana (#234567)	10/15/2011	-	02:07 PM-03:07 PM	3.0	
3. Provider: Provider, Stan Agency: Agency for Health Service: 1 Logs: 1 Students: 1					
3.1 Service: #123545 bn Servc Medicaid Group: General ICD9 Code: 493.90: Asthma, unspecified Logs: 1 Students: 1					
Student (#Student Number)	Date	Time	Minutes	Unit	Notes
Student, Melissa(#567891)	05/13/2011	09:30 AM-03:30 PM	360	360.0	

Medicaid Provider Service Log

Medicaid Service Log

The [Medicaid Service Log Report](#) is used for reporting all billable services to a third-party billing agent. This report can be configured to include a page break that appears between each student

record.

Medicaid Service Log Report

This report lists the detail of Medicaid Service Log.

Service Date* From: [] To: 03/21/2025

Service Group: General Transportation Medical Paraprofessional

Service List: All Services, Speech and Language, Transportation

Provider List: All Providers

Service Location: All Schools, 300 2/3 Day Preschool - NHLC (Non Rpt), 302 2/3 Day Preschool - ZLE (Non Rpt), 305 5 Day Preschool - NHLC (Non Rpt), 648 Adult Academic Program

Students List: Sort By: Name

MEDICAID SERVICE LOG Page 1 of 1

Student Name: Student_Ana Student Number: 234567 DOB: 08/30/1994
 School District: #02 ROBBIN Service Month/Year: 01/01/2011 - 12/31/2011
 Eligibility Date: Consent Date: []

MEDICAID TRANSPORTATION SERVICE LOG

Service Date	Service Name	Start Location	End Location	Total Miles	CPT Code: Description	ICD9 Code	Notes
09/11/2011	Transportation				555 Transportation	314.01	
Totals				NaN			

MEDICAID MEDICAL SERVICE LOG

Service Date	Service Name	Medication Name - Form	Admin. Time	Doses	CPT Code: Description	ICD9 Code	Notes
10/15/2011	Eye Examinations	-	60	3.0	3 Eye Examinations	314.01	
Totals				60	3		

Provider Name: _____ Supervisor Name: _____
 Signature: _____ Signature: _____

Medicaid Service Log Report

Medicaid Service Report

The [Medicaid Service Detail Report](#) details the currently configured Medicaid billable services. Users can select service groups, services and sort option.

Medicaid Service Report

This report lists the detail of Medicaid service.

Effective Date*: 03/21/2025

Service Group: General Transportation Medical Paraprofessional

Service List: All Services, Speech and Language, Transportation

Sort Option: Name

Report Format: PDF

Medicaid Service Detail Report Page 1 of 2

Total Service: 5 Effective Date: 09/13/2012

Service Name	Service Number	Service Group	Active								
Medicaid Service	123545	MEDICAID GENERAL SERVICE	<input checked="" type="checkbox"/>								
<table border="1"> <tr> <th>Modifier 1</th> <th>Modifier 2</th> <th>Modifier 3</th> <th>Modifier 4</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>				Modifier 1	Modifier 2	Modifier 3	Modifier 4				
Modifier 1	Modifier 2	Modifier 3	Modifier 4								
Service Location	03: School										
Service Rate	Effective Date	Unit	Rate								
	08/26/2012	1	\$10.00								

Service Name	Service Number	Service Group	Active								
Eye Examinations	3	MEDICAID MEDICATION	<input checked="" type="checkbox"/>								
<table border="1"> <tr> <th>Modifier 1</th> <th>Modifier 2</th> <th>Modifier 3</th> <th>Modifier 4</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>				Modifier 1	Modifier 2	Modifier 3	Modifier 4				
Modifier 1	Modifier 2	Modifier 3	Modifier 4								
Service Location	03: School										
Service Rate	Effective Date	Unit	Rate								
	02/14/2012	20	\$10.00								

Service Name	Service Number	Service Group	Active
New Medicaid Service	1234567	MEDICAID GENERAL SERVICE	<input checked="" type="checkbox"/>

Medicaid Service Detail Report

Meeting Report

The [Meeting Report](#) provides detailed or summary information about counseling meetings based on the options selected. It is also available from the Meetings calendar.

Access to this report is determined by your [tool rights](#). If you have the meeting administrator tool rights, you can view all meetings in this report. Otherwise, only meetings where you are the owner or an invited participant report.

Meeting Report ☆
Student Information > Reports > Meeting Report

Meeting Report

This report lists detailed information about meetings. After selecting criteria below, a report will be generated listing meetings which match your selections.

For modules of which you are a Meetings Administrator, all meetings in that module will be included in the report. Otherwise, only meetings that you own or are an invited participant on will be included. Note: For non-administrators, only meetings you own will be included when filtering or sorting by outcome.

The report will be sorted by the option selected below.

You are a Meetings Administrator for the following modules: Counseling.

Module Counseling ▾

Date Range

Participants

Anyone

Me

Ad Hoc Filter

Person

Participation

Owner

Attended

Invited

Participant Only

Role

Any

Selected

Generated on 03/20/2014 12:18:08 PM
Page 1 of 2
Meeting Report
User: Administration, Administration
Meetings Administrator for: Counseling

Report Options

Module: Counseling
Date Range: Between 3/8/2014 and 3/8/2014
Participants: Me
Participation: Owner or Invited
Role: Any
Purpose: Any
Outcome: Any
Location: Any
Sort By: Date (ascending)
Print Details: Yes

Total number of results (distinct meetings): 16

Date	Time	Title	Location	Owner
03/10/2014	08:00 AM	Parent Meeting	Counseling Offices	Administration, Administration
Purposes: Behavior (B)				
Outcomes:				
Participants (4): Administration Administration, Brenda Student, Johanna Grace Student, Tom Student				
03/10/2014	10:00 AM	College Check In		Administration, Administration
Purposes: College Counseling (C C)				
Outcomes: (F UN)				
Participants (2): Administration Administration, Andrew Thomas Student,				
03/11/2014	12:00 PM	Behavior Referral Review	Counseling Offices	Administration, Administration
Purposes: Behavior (B)				
Outcomes:				
Participants (1): Administration Administration				
03/12/2014	03:00 PM	Student Advocacy Group Meeting	Room 123	Administration, Administration
Purposes: General (G)				
Outcomes:				

Meeting Report

No Show Report

The [No Show Report](#) lists enrollments with the No Show checkbox selected. A no show student is a student who is enrolled in the school but never attends class and does not officially withdraw from the school. These enrollment records are ended after a certain number of school days, depending on district and/or state policy.

Page 11

No Show Report ☆ Student Information > Reports > No Show Report

No Show Report

This report will list all students in the selected calendars who are marked No Show using the No Show flag on the enrollment.

Which calendar(s) would you like to include in the report?

active year
 list by school
 list by year

SCHOOL DISTRICT
Generated on 10/25/2018 08:34:08 AM Page 1 of 1

Enrollment No Show Report
State Start/End Status
Enrollment Types: P, S, N
Sort Order: Student Name
Total Enrollments: 310

The following calendars were selected but do not have any No Show enrollments that meet the criteria: 2017-18 Elementary School

Middle School : 2017-18 Middle School (Enrollments: 8)

Student	Number	Enrollment Type	Grade	Start Date	End Date	Start Status	End Status
Student, Abby	123456	P.Primary	08	09/05/2017	09/05/2017	00>Last year, public school, same district	04.Moved to other MN school district
Student, Brian	234567	P.Primary	06	09/05/2017	09/05/2017	00>Last year, public school, same district	04.Moved to other MN school district
Student, Constance	345678	P.Primary	06	09/05/2017	09/05/2017	00>Last year, public school, same district	
Student, Dylan	456789	P.Primary	06	09/05/2017	09/05/2017	00>Last year, public school, same district	
Student, Emily	567890	P.Primary	07	09/05/2017	09/05/2017	00>Last year, public school, same district	20.Transfer to other district/moved
Student, Franklin	678901	P.Primary	07	09/05/2017	09/05/2017	00>Last year, public school, same district	04.Moved to other MN school district
Student, Ginger	789012	P.Primary	07	09/05/2017	09/05/2017	00>Last year, public school, same district	
Student, Henry	890123	P.Primary	08	09/05/2017	09/05/2017	00>Last year, public school, same district	

High School : 2017-18 High School (Enrollments: 10)

Student	Number	Enrollment Type	Grade	Start Date	End Date	Start Status	End Status
Student, Asher	901234	P.Primary	12	09/05/2017	09/05/2017	00>Last year, public school, same district	04.Moved to other MN school district
Student, Bethany	987654	P.Primary	11	09/05/2017	09/05/2017	00>Last year, public school, same district	04.Moved to other MN school district
Student, Christopher	876543	P.Primary	10	09/05/2017	09/05/2017	00>Last year, public school, same district	04.Moved to other MN school district
Student, Destiny	765432	P.Primary	09	09/05/2017	09/05/2017	00>Last year, public school, same district	04.Moved to other MN school district
Student, Erik	654321	P.Primary	09	09/05/2017	09/05/2017	00>Last year, public school, same district	
Student, Fiona	543210	P.Primary	09	09/05/2017	09/05/2017	00>Last year, public school, same district	04.Moved to other MN school district
Student, George	432109	P.Primary	10	09/05/2017	09/05/2017	00>Last year, public school, same district	05.Moved out of MN
Student, Heather	321098	P.Primary	09	09/05/2017	09/05/2017	00>Last year, public school, same district	
Student, Isaac	210987	P.Primary	10	09/05/2017	09/05/2017	00>Last year, public school, same district	04.Moved to other MN school district
Student, Jana	198765	P.Primary	10	09/05/2017	09/05/2017	00>Last year, public school, same district	04.Moved to other MN school district

No Show Report

Special Education Reports

Caseload Summary Report

The [Caseload Summary Report](#) lists detailed information about each student in a caseload.

Caseload Summary Report

This report lists detailed information about each student in a caseload. If an effective date is entered, it will filter the list of students to only those students with an active enrollment as of the effective date entered. If no effective date is entered, the report will filter the list based on the calendar(s) selected.

Plan Types are listed individually and allow the user to choose which to print on the report. Multiple Plan Types can be selected by marking the checkbox next to the plan type. Selecting **Active Plan(s) Only** will result in printing the active plan(s) for each Plan Type selected. The report may be filtered further by selecting **Limit to 1 Plan Per Student**, which limits the printed results to the most recent plan based on the end date, for each plan type.

Caseload Staff can also be limited by **Active Caseload Staff Only**, which limits the staff to active district staff. If no value is selected, the report will default to All Caseload Staff.

Which students would you like to include in the report?

Grade Which calendar(s) would you like to include in the

Ad Hoc Filter
 Enrollment Effective Date:

Plan Start Date: To

Plan End Date: To

Active Plan(s) Only

*Please select to include at least one of the required plan types:

SPED
 P/LP
 ILPA
 RTI

Limit to 1 Plan Per Student

Team Roles: All, Advisor, Case/Team Manager, counselor, Read-Only, Service Provider

Active Roles Only

Caseload Staff:

Active Staff Only

Report Output Format:

18-19 Harrison High
 5856 Peachtree Parkway, Metro City MN 55436
 Generated on 02/14/2019 09:56:21 AM Page 1 of 2

Caseload Summary Report
 Calendar: 18-19 Harrison High
 All Grades All Roles
 Staff: 10 Students: 4 Plans: 4

1. Allsey, Dino Plans: 1 Students: 1	
Calendar	Grade Student Name Birth Date Resident District Disability Special Ed. Status/Setting Re-Eval Date Plan Type Start/End Date Role
18-19 Harrison High 07/02/2018-06/28/2019 Plan: 1 Students: 1	09 Kader, Chad (#118903) Birth Date: 06/05/2004 Speech/language impaired 4 / 00 03/15/2019* SPED 02/14/2019 - 02/13/2020
2. Boyce, Doherty Plans: 1 Students: 1	
Calendar	Grade Student Name Birth Date Resident District Disability Special Ed. Status/Setting Re-Eval Date Plan Type Start/End Date Role
18-19 Harrison High 07/02/2018-06/28/2019 Plan: 1 Students: 1	11 Mountain, Naemi (#124264) Birth Date: 06/06/2002 Specific learning disabilities 4 / 01 01/03/2021* SPED 01/21/2019 - 01/20/2020 Read-Only
3. Hicks, Danika Plans: 1 Students: 1	
Calendar	Grade Student Name Birth Date Resident District Disability Special Ed. Status/Setting Re-Eval Date Plan Type Start/End Date Role
18-19 Harrison High 07/02/2018-06/28/2019 Plan: 1 Students: 1	11 Mountain, Naemi (#124264) Birth Date: 06/06/2002 Specific learning disabilities 4 / 01 01/03/2021* SPED 01/21/2019 - 01/20/2020 Read-Only
4. Jones, Barnaby Plans: 1 Students: 1	
Calendar	Grade Student Name Birth Date Resident District Disability Special Ed. Status/Setting Re-Eval Date Plan Type Start/End Date Role
18-19 Harrison High 07/02/2018-06/28/2019 Plan: 1 Students: 1	11 Mountain, Naemi (#124264) Birth Date: 06/06/2002 Specific learning disabilities 4 / 01 01/03/2021* SPED 01/21/2019 - 01/20/2020 Read-Only
5. Kirk, Deana Plans: 1 Students: 1	
Calendar	Grade Student Name Birth Date Resident District Disability Special Ed. Status/Setting Re-Eval Date Plan Type Start/End Date Role
18-19 Harrison High 07/02/2018-06/28/2019 Plan: 1 Students: 1	11 Mountain, Naemi (#124264) Birth Date: 06/06/2002 Specific learning disabilities 4 / 01 01/03/2021* SPED 01/21/2019 - 01/20/2020 Read-Only

Caseload Summary report

Plan Audit Report

The [Plan Audit Report](#) reviews basic data entered in special education plans and assesses areas that may have incorrect or missing data for the plan in general and services it describes. Once errors are identified, plans can be updated to reflect correct information.

Plan Audit Report ☆ Student Information > Reports > Plan Audit Report

Plan Audit Report

Customers run into problems when their end-users have entered data that is invalid in terms of frequency or duration. This report lists services and plans based on the auditing types to help clean up these possible data errors.

Which students would you like to include in the report? Grade Ad Hoc Filter

Which calendar(s) would you like to include in the report? active year list by school list by year

Enrollment Effective Date: 03/24/2025

2011-12 Adult Academic Program

Generated on 04/04/2012 12:01:43 PM Page 1 of 133

Special Ed. Plan & Service Audit Report

Calendars(39): 2011-12 Adult Academic Program, 2011-12 Creative Play, 2011-12 Early Childhood/Cavana...
All Grades
Students: 354 Plans: 11 Service: 844

Plan Audit for 2011-12 Highview Alternative P Plans: 1 Students: 1						
Student Name(#)	Grade	Plan	Start/End Date	Type	Error	
Student, Alice (#123456)	12	281 IEP (SECONDARY)	11/11/2010 - 11/10/2011	Annual	Overlapping Plans	
		281 IEP (SECONDARY)	11/23/2009 - 11/22/2010	Annual		

Plan Audit for 2011-12 Plymouth Middle School Plans: 3 Students: 3						
Student Name(#)	Grade	Plan	Start/End Date	Type	Error	
Student, Chris (#345678)	06	281 IEP (ECSE-ELEMENTARY)	03/10/2011 - 03/09/2012	Annual	Overlapping Plans	
		281 IEP (ECSE-ELEMENTARY)	03/11/2010 - 03/10/2011	Annual		
Student, James D (#456789)	06	281 IEP	02/14/2005 - 06/13/2006 - 04/15/2007	Annual	Missing Date	

Plans: Active Only Service (Total: 83) Providers (Total: 1669)

Plan Audit Report

Process Compliance Report

The [Process Compliance](#) report searches for all students with special education plan information that does not comply with certain requirements.

Process Compliance Report ☆ Student Information > Reports > Process Compliance Report

Process Compliance Report

This report searches for all students who have information that does not comply with certain requirements. The conditions that trigger an alert are as follows:

1. New IEP - a new IEP is due 1 year after the last one. An alert is triggered 45 days before the due date.
2. 3-year Evaluation - a new Evaluation is due 3 years after the last one. An alert is triggered 90 days before the due date.
3. When a student is within 30 days of 18th birthday
4. When the amount of days between the Consent Date and the Evaluation Date for an Initial Evaluation is greater than the amount of days specified by the "Consent/Evaluation Days" field. This trigger will only appear if a Reevaluation has not been completed. (Not applicable in all states)

The search can be further refined by defining an "as of" date; this feature is available for the following conditions:

1. For the first two conditions, the alert will only be triggered if the "as of" date is on or before the end date.
2. For the third condition, the alert will only be triggered if the "as of" date is on or before the end date.
3. For the fourth condition, the alert will only be triggered if the "as of" date is on or before the end date.

2011-12 High School

08/27/2012

Process Compliance

All Roles
Effective Date: 05/01/2012
Page 1 of 8

The Process Compliance report checks the following logic:

- * New IEP - a new IEP is due 1 year after the last one. An alert is triggered 45 days before the due date.
- * 3-year Evaluation - a new Evaluation is due 3 years after the last one. An alert is triggered 90 days before the due date.
- * Annual Evaluation - a new Evaluation may be created every year. An alert is triggered 90 days before the due date.
- * Evaluation past due - an Evaluation is due 30 days after the Notice of Evaluation form.
- * Warns when the elapsed days from Date Consent Received to Evaluation Date is greater than the amount specified in the Consent/Evaluation Days field.
- * Warns when student is within 30 days of 18th birthday

All alerts will disappear when the new document is created and flagged as completed.

Case Manager, Susan

Student	Student Number	Grade
Student, Angel	123456	11
* IEP due: 04/18/2012		
* 3-year Evaluation due: 05/27/2012		
Student, Barusch	234567	11
* IEP due: 03/30/2012		
Student, Clive	345678	11
* 3-year Evaluation due: 03/16/2012		
Student, Deena	456789	11
* 3-year Evaluation due: 05/17/2012		
Student, Elias	567890	11

Process Compliance Report

Service Detail Report

The [Service Detail Report](#) allows schools to identify which services have been added to a student within a given date range.

Service Detail Report ☆ Student Information > Reports > Service Detail Report

Service Detail Report

For each service within the selected date range the Service Detail Report will display detailed information of student name, student number, grade, and service details including service provider, service start/end date, and minute summary.

Date Range (Required fields)
 *Start Date:
 *End Date:

Which calendar(s) would you like to include in the report?
 active year
 list by school
 list by year

Non-Residents students Only
 Services from Locked Plans Only

Service (CTRL-click or SHIFT-click to select multiple)

- All service
- Accessing Community
- Adapted Physical Education
- Assistive Technology
- Assistive Technology Instruction
- Audiology
- Augmented Communication
- Bathing
- Behavioral Management
- Braille Instruction
- Childcare Assistance

Print in HTML format

2024-25 High School

Service Detail Report
 Service Date: 01/01/2025 - 03/24/2025
 All Service
 Generated on 03/24/2025 10:41:44 AM Page 1 of 4 Service: 37 Providers: 16 Programs: 1869 Plans: 485 Students: 430

Service	Grade Student(#)	Provider	Start/End Date	Frequency	Session	Hours			Total
						Indirect	Direct		
Audiology Providers: 2 Programs: 9 Plans: 9 Students: 9 Indirect hours: 35.92 Direct hours: 0.00 Total hours: 35.92	09 Student, Abby	Staff, Christian	03/01/2024-02/28/2025	1.0 month	8	8.40	0.00	8.40	
	12 Student, Amber		05/23/2024-05/22/2025	9.0 year	5	5.77	0.00	5.77	Center Based
	10 Student, Benjamin		06/03/2024-06/02/2025	4.0 year	2	2.57	0.00	2.57	
	11 Student, Brianna		03/13/2024-03/12/2025	6.0 year	3	3.85	0.00	3.85	
	11 Student, Carter		03/20/2024-03/19/2025	4.0 year	2	2.57	0.00	2.57	General Ed.
	09 Student, Carly		01/10/2024-01/09/2025	4.0 year	2	2.60	0.00	2.60	
	11 Student, David		04/30/2024-04/29/2025	6.0 year	3	1.93	0.00	1.93	
	09 Student, Darlene		02/01/2024-01/31/2025	8.0 year	5	5.20	0.00	5.20	RMS/CHS
	11 Student, Everett		03/19/2024-01/24/2025	4.0 year	2	3.03	0.00	3.03	

Service Detail Report

Service Provider Detail Report

The Service Provider Detail Report displays the provider's name, the provided service's detailed information, which includes the student's name, student number, grade, service start/end dates, and minute summary.

Service Provider Detail Report ☆ Student Information > Reports > Service Provider Detail Report

Service Provider Detail Report

For each provider who provides service within the selected date range, the Service Provider Detail Report displays provider's name, the provided service's detailed information, which includes students' name, student number, grade, service start/end dates, and minute summary.

Date Range (Required fields)
 *Start Date:
 *End Date:

Which calendar(s) would you like to include in the report?
 active year
 list by school
 list by year

Non-Residents students Only

Providers (CTRL-click or SHIFT-click to select multiple)

- All providers
- Aasen, Pamela
- Abbas, Linda
- Abraham, Angela
- Abraham, Holly
- Adams, Jenna
- Adams, Kenie
- Adams, Maryjane
- Adamson, Kay
- Ahlers, Maria
- Ahlm, Terri

Print in HTML format

2011-12 High School

Service Provider Detail Report
 Service Date: 01/01/2012 - 03/30/2012
 All Providers
 Generated on 08/30/2012 10:19:16 AM Page 1 of 20 Providers: 34 Service: 47 Programs: 529 Plans: 179 Students: 171

Provider	Grade Student(#)	Service	Start/End Date	Frequency	Session	Hours			Total
						Indirect	Direct		
Provider, James Service: 45 Programs: 385 Plans: 137 Students: 130 Indirect hours: 5882.75 Direct hours: 48957.52 Total hours: 54841.03	12 Student, Analise M (#234567)	Physical Therapy	01/12/2012-01/11/2013	5.0 week	235	0.00	0.00	0.00	
	12 Student, Analise M (#234567)	Functional Daily Living Skills	03/19/2012-06/29/2012	5.0 year	1	0.03	1.20	1.25	
12 Student, Analise M (#234567)	Nails		03/19/2012-07/06/2012	5.0 month	20	0.33	6.67	7.00	
12 Student, Analise M (#234567)	Dan's Related Service		03/19/2012-03/18/2013	5.0 year	4	0.00	3.75	3.75	
12 Student, Analise M (#234567)	dfsdf		04/02/2012-07/04/2012	5.0 year	1	0.00	0.22	0.22	
10 Student, Ben (#765432)	Reading		01/25/2011-01/24/2012	5.0 week	190	0.00	148.83	148.83	
10 Student, Ben (#765432)	Math		01/25/2011-01/24/2012	5.0 week	190	0.00	148.83	148.83	
10 Student, Ben (#765432)	Organizational Skills		01/25/2011-01/24/2012	5.0 week	190	0.00	148.83	148.83	
09 Student, Claire (#345678)	Organizational Skills		09/09/2011-03/17/2012	5.0 week	141	0.00	110.45	110.45	
11 Student, Dean (#876543)	Organizational Skills		03/29/2011-03/27/2012	5.0 week	192	32.00	150.40	182.40	

Service Provider Detail Report

Service Provider Summary Report

The [Service Provider Summary Report](#) displays students' count, service providers' count and minute summary, which include indirect minutes, direct minutes and total minutes. The service information will be displayed if "Providers and Services" selected as the report type.

Service Provider Summary Report ☆ Student Information > Reports > Service Provider Summary Report

Service Provider Summary Report

For each provider who provides service within the selected date range, the Service Provider Summary Report displays students' count, service providers' count and minute summary, which includes indirect minutes, direct minutes and total minutes. The service information will be displayed if choose "Providers and Service" as the report type.

Date Range (Required fields) Which calendar(s) would you like to include in the report?

*Start Date: active year

*End Date: list by school

list by year

2011-12 High School		Service Provider Summary Report				
Generated on 08/30/2012 10:49:00 AM Page 1 of 1		Service Date: 01/01/2012 - 08/30/2012 All Providers Providers: 34 Service: 47 Programs: 529 Plans: 179 Students: 171				
Provider	Service	Students	Indirect time (hrs)	Direct time (hrs)	Total time (hrs)	
Provider, Kerrie	1	1	0.00	0.00	0.00	
Provider, Belinda	1	1	0.00	0.00	0.00	
Provider, Heidi	1	2	35.33	43.50	78.83	
Provider, Karen	1	1	20.40	20.40	40.80	
Provider, Nelly	1	1	0.00	0.00	0.00	
Provider, Janet	1	1	15.67	156.67	172.33	
Provider, Steven	4	9	32.10	1976.20	2008.30	
Provider, Roberta	1	3	86.58	3086.40	3172.98	

Generate Report

2024-25 PreSchool Screening
2024-25 Robbinsdale Academic S
2024-25 Robbinsdale Armstrong

Service Provider Summary Report

Service Summary Report

The [Service Summary Report](#) summarizes the [Services](#) assigned to students through special education documents.

Service Summary Report ☆ Student Information > Reports > Service Summary Report

Service Summary Report

For each service within the selected date range, the Service Summary Report will display students' count, service providers' count and minute summary including indirect minutes, direct minutes and total minutes. The providers' information will be displayed if choose "Service and providers" as the report type.

Date Range (Required fields) Which calendar(s) would you like to include in the report?

*Start Date: active year

*End Date: list by school

list by year

Non-Residents students Only
 Services from Locked Plans Only

Service (CTRL-click or SHIFT-click to select)

- All Service
- Counseling Service
- Interpreting Service
- Medical Service
- Occupational Therapy
- Other (Please Specify)
- Other (Please Specify)
- Other (Please Specify)
- Physical Therapy

Print Option Service Only Service

Print in HTML format Generate Report

028 District		Service Summary Report				
Generated on 04/02/2012 04:08:36 PM Page 1 of 1		Service Date: 05/11/2011 - 04/02/2012 All Service Service: 30 Providers: 91 Programs: 1896 Plans: 609 Students: 475				
Service	Providers	Students	Indirect time (hrs)	Direct time (hrs)	Total time (hrs)	
Assistive Technology	0	0	0.00	0.00	0.00	
Audiology	3	17	99.50	0.00	99.50	
Augmented Communication	1	4	144.00	0.00	144.00	
Behavioral Management	13	64	1187.55	5689.08	6876.63	
Communication Interaction	3	4	0.00	49.33	49.33	
Deaf/Hard of Hearing	4	19	153.42	1524.17	1677.58	
Developmental Adapted Physical Education	7	84	490.83	2001.42	2492.25	
Early Childhood Service Coordination	4	117	59.33	0.00	59.33	
Early Childhood Special Education	12	228	711.08	14081.25	14792.33	
Educational Audiologist	1	2	24.75	0.00	24.75	
Employment Skills	1	1	4.17	38.33	42.50	

Service Summary Report

Test Accommodations Report

The [Test Accommodations Report](#) lists special accommodations and modifications provided for students receiving Special Education services, such as more time or more breaks, to complete tests.

The screenshot shows the 'Test Accommodations Report' interface. On the left is a search filter panel with the following options:

- Plan's Date Range (Required fields):
 - *Start Date: [calendar icon]
 - *End Date: 01/25/2019 [calendar icon]
- Which students would you like to include in the report? (CTRL-click or SHIFT-click to select multiple)
 - Student Name:
 - All students
 - Student, Abri
 - Student, Bela
 - Student, Call
 - Student, Dyla
 - Student, Eve
 - Student, Fra
 - Student, Gm
 - Student, Her
 - Student, Imo
 - Student, Jam
- Sort By:
 - Student Name
 - Case Manager
 - Grade
- Report Format: PDF [dropdown]

The main report area displays a table with the following data:

Student	Grade	Case Manager	Accommodation/Modification	Plan Start/End Date
Student, Brianna #567890	11		NWEA- MAP Testing (measures of academic progress); Small Group/ Small Group/ Small Group	09/01/2018 - 05/25/2019
Student, Howard #379801	11		NWEA- Measures of Academic Progress; Small Group Wheelchair Accessible Extended Time/ Small Group Wheelchair Accessible Extended Time/ Small Group Wheelchair Accessible Extended Time	09/01/2018 - 05/25/2019
Student, Christopher #123456	10		NWEA- MAP (measures of academic progress); Small Group/ Small Group/ Small Group	09/01/2018 - 05/25/2019
Student, Delilah #456789	12		- Small Group Setting	09/01/2018 - 05/25/2019
Student, Randy #789012	09		distAssessment.L; Test of Emerging Academic English (TEAE) with accommodations / 08 Math/ 08 Science - Basic Standards Assessment / Minnesota Comprehensive Assessment / District Initiated Assessment	09/01/2018 - 05/25/2019

Below the table, the text 'Test Accommodations Report' is displayed in a light gray font.

Test Results Report

The [Test Results Report](#) lists student scores on selected assessments. State Tests, National Tests, and District Tests can be selected.

Test Results Report ☆ Student Information > Reports > Test Results Report

Student Test Results Report

This report will display student test results that fit the criteria selected in the report editor. At least one test category (State, National, or District), test result, and test score must be selected to generate the report. The report can be generated with one page per student by checking 'Add a page break between students'. This report can be run through the Batch Queue tool, which is suggested for reports with a large amount of data to avoid time-out errors and/or system performance issues.

Which students would you like to include in the report?

Grade Ad Hoc Filter

Enrollment Effective Date: 03/21

Which tests would you like to include?

State Test

National Test
 District Test

Test Score Date Range: From

Include all tests - Taken and N

2018-19 High School

Student Test Results Report

Adhoc Filter: SME Test Results One Student Effective Date: 05/21/2019
Tests: State Test (see Appendix) National Test District Test
Result: Passed, Failed, Missing, No result All scores
Total Students: 1 Sort by Grade, Test name

Generated on 05/21/2019 02:37:47 PM Page 1

Name	Code	Subject Type	Date	Test Score	Result Code	Result Status
Student, All (#123456) exams: 468 not taken: 199 passed: 0 failed: 135 Grade: 12						
ACT Explore Fall 2014	EXPL:14		11/03/2014	Quartile: 0 Stanine: 0		
Composite SS	EXPL:14			Scale Score: 15.0 Quartile: 0 Stanine: 0		
English SS	EXPL:14			Scale Score: 15.0 Quartile: 0 Stanine: 0		
Mathematics SS	EXPL:14			Scale Score: 17.0 Quartile: 0 Stanine: 0		
Reading SS	EXPL:14			Scale Score: 12.0 Quartile: 0 Stanine: 0		
Science SS	EXPL:14			Scale Score: 16.0 Quartile: 0 Stanine: 0		
ACT:F17	ACT Fall 2017		12/01/2017	Quartile: 0 Stanine: 0		
1. English SS (36)	ACT Fall 2017			Scale Score: 16.0 Quartile: 0 Stanine: 0		

Test Results Report

State Edition Reports

The following reports are available to State Edition and state-linked District Edition users only. Not every state will use the same reports.

Graduation Rate

The Graduation Rate report extract and calculates graduation rates for a cohort of students.

Graduation Rate Editor

State Enrollment Overlap

This report lists students who are simultaneously enrolled in two or more different schools on the same date.

State Enrollment Overlap Report

State Enrollment Verification

This report allows a district to compare its local student enrollment data to that existing at the state level. It should be generated regularly to promote early identification of gaps and inconsistencies in student enrollment data.

State Enrollment Verification Report ☆ Student Information > Reports > State Enrollment Verification Report

Enrollment Verification Report

This report will communicate with the state edition server to compare local enrollments with the data that exists at the state. It will then generate a report that summarizes any differences.

Select Which Enrollments To Include

Selected School Year: 2025

Schools:

- All Schools
- Ackerly
- Ackerly/Bingham Guidance Ctr Elem
- Alhena Educational Resource Center
- Alex R Kennedy Elementary
- Atherton High
- Atkinson Academy
- Auburndale Elementary
- Audubon Traditional Elementary
- Ballard High

State Grade:

- All Students
- 00
- 01
- 02
- 03
- 04

Exclude Enrollments Matching Any Of These Additional Criteria

Calendar: Excluded

No Show

State Excluded

State Exclude Grade Levels

State Unmapped Grade Levels

Select The Enrollment Fields To Compare Between District And State Edition

<input checked="" type="checkbox"/> State Grade Level	<input checked="" type="checkbox"/> Service Type
<input checked="" type="checkbox"/> Start Date	<input checked="" type="checkbox"/> End Date
<input checked="" type="checkbox"/> Start Status	<input checked="" type="checkbox"/> End Status
<input checked="" type="checkbox"/> Schedule	<input checked="" type="checkbox"/> No Show (if included)
<input checked="" type="checkbox"/> Next Calendar	<input checked="" type="checkbox"/> Next Schedule
<input checked="" type="checkbox"/> Next State Grade Level	<input checked="" type="checkbox"/> End Action
<input checked="" type="checkbox"/> Dropout Reason	

Report Display Options

Show Summary Totals

Show Enrollments Missing At State

Identify students missing at state due to overlap prevention

Show Enrollments Missing At District

Show Enrollments With A Field Difference

Show Value At District And State Of Each Difference

Report Format: PDF

State Enrollment Verification Report

Suggested User Groups

- [Front Office Staff](#)
- [Registrars \(Census\)](#)
- [Principals](#)
- [Special Education Administrators](#)
- [Special Education Staff](#)

See [User Groups and Suggested Roles](#) for more information.