

# NC Summer Education Extract

Last Modified on 09/18/2025 10:37 am CDT

The Summer Education Extract displays all Summer Education Program records that meet the following criteria.

- The student has an enrollment within the calendar(s) selected under Setup.
- The student has a [Summer Education](#) program record with a Start Date that occurs BEFORE the Summer School End Date and an End Date that occurs AFTER the Summer School Start Date. The Summer School Start and End Dates can be found below under the Report Options section.
- The student has an enrollment in a Summer School calendar that overlaps their Summer Education program record.

NC Summer Education Extract ☆
Reporting > NC State Reporting > NC Summer Education Extract

Instructions

Setup

Report Options

Output Options

Batch Queue Results

Extract Type (Required)

Helene Recovery Participation Summary ▼

Summer School Start Date (Required)

06/01/2025 📅

Summer School End Date (Required)

08/24/2025 📅

Ad Hoc Filter

No Filter ▼

Report Processing

☒ Generate Now
☐ Submit to Batch Queue

Format Type

☐ HTML
☒ CSV

Start Date

MM/DD/YYYY 📅

End Date

MM/DD/YYYY 📅

Report Title	Queued Time ↓	Status
No records available.		

0 - 0 of 0 items

Generate

NC Summer Education Extract




## Helpful Tips for Report Generation

- When reporting based on historical enrollments, modify the calendar year accordingly.
- The date fields Summer School Start Date and Summer School End Date default to dates within the current year. When reporting based on historical data OR Summer School

occurs outside of the default date range, modify the dates as needed.

- Assessment Post Scores are restricted to assessments that were administered closest to the Summer School End Date. Modify this date as needed.
- Report Types identified as Helene Recovery only display students who have a Summer Education program record with an Educational Program of **HLP: Helene Learning Program**.

## Report Editor

Data Element	Description
<b>Set Up</b>	
<b>Search Calendars</b>	Use the search field to narrow the list of calendars to select. Use the Expand All/Collapse All option. Place a checkbox next to the desired school and calendars.
<b>Report Options</b>	
<b>Extract Type</b>	<p>Determines which Extract Type reports. Available options are:</p> <ul style="list-style-type: none"> <li>• <a href="#">Helene Recovery Participation Summary (September 2025)</a> </li> <li>• <a href="#">Helene Recovery Participation Detail (September 2025)</a> </li> <li>• <a href="#">Helene Recovery Declined Participation (September 2025)</a> </li> <li>• <a href="#">Helene Recovery Attendance Report (September 2025)</a> </li> <li>• <a href="#">Helene Recovery Assessment Report (September 2025)</a> </li> </ul>
<b>Summer School Start Date</b>	<p>Indicates the date when the students first attended the summer school program.</p> <p>This field autopopulates with June 1 of the selected calendar year. Modify this date as needed.</p>
<b>Summer School End Date</b>	<p>Indicates the date when the students stopped attending the summer school program.</p> <p>This date autopopulates with August 24 of the selected calendar year. Modify this date as needed.</p>
<b>Ad hoc Filter</b>	Select which students to include in the extract by choosing a filter that was created in the Filter Designer. Only those students included in the filter are included in the report.
<b>Output Options</b>	
<b>Report Processing</b>	<p>To generate the report immediately, select <b>Generate Now</b> option. To choose when the report generates, use the <b>Submit to Batch</b> option.</p> <p>The Batch Queue processing can be used for both the report generation and the report review, allowing results to be reviewed at a later time.</p>

Data Element	Description
Format Type	<p>Determines in which format the report generates - CSV or HTML.</p> <div> <p><b>CSV Best Practice</b></p> <p>CSV files usually open with the Microsoft Excel application. The default handling of date values in Excel removes leading zeros. <b>This causes issues with reporting.</b></p> <p>To prevent this issue, perform edits to CSV files through a text editor application such as Notepad, Notepad++, etc. Or, to use Excel, ensure that all date fields are set to format MM/DD/YYYY <b>with leading zeros</b> (e.g., 8/4/2024 should display as 08/04/2024).</p> </div>

## Generate the Report

1. Select the applicable **Calendar(s)** to include in the report.
2. Select the desired Extract Type from the dropdown list. **Refer to the PDFs included in the Extract Type description above for Report Logic and Report Layout information.**
3. Select the desired **Report Processing** option of **Generate Now** or **Submit to Batch Queue**.
4. Select the desired **Format Type**.
5. Click **Generate**. The report displays in the selected format.

Refer to the PDF attachments in the [Extract Type](#) description for the report layout.