

## EOY DISTRICT REPORTS – USE THEM TO VERIFY YOUR SUBMISSIONS!!!!

**i4see** has provided several district reports to help you verify that the data you have uploaded for both the EOY Enrollment and EOY Academic submissions is accurate. You will be asked to confirm each set of reports before the Certification process can be completed. Following are a few tips on each of the reports:

### Viewing the Reports:

These reports are available at the bottom of the district review pages for the EOY Enrollment and the EOY Academic Submissions. From the workbench select the Analysis tab/district review screen, then the type of submission (for example, EOY Enrollment.) All district reports can be opened using the hyperlink to an HTML report or in Excel.

### EOY Enrollment Reports

School personnel can use these reports as they upload their school data for data verification, as most reports are summarized at the school level. Business Administrators and Central Office Personnel may wish to use these reports to confirm the accuracy of the data at the district level.

#### ➤ **Grade Count: Unduplicated SASIDs per Grade**

This report will allow you to quickly see the number of individual student records you have submitted for each grade by school. This report is an unduplicated count, which means we have eliminated records for the same SASID that appear more than once.

#### ➤ **Pupil Promotion**

The promoted and not promoted on this report should match the **Pupil Progress Table on your A3** when the schools of the district are added together. The exception to that will be in Grade 12 where students in i4see are reported as “Completers” if promoted from this grade. Use this report to quickly see if you have used the appropriate Promoted Indicator code for all of your students.

#### ➤ **Withdrawal Counts**

This report summarizes the number of SASIDs submitted with a 'withdrawal' code. Please note: If the student came and left twice, then both withdrawal codes would be 'counted'.

#### ➤ **Race Counts**

This report summarizes by school, by grade, the race of all the students in your EOY upload. Use this report to quickly see if the appropriate codes were used in reporting your students. The categories summarized are American Indian / Alaskan Native, Asian, Hispanic, Black (Non-Hispanic), White (Non-Hispanic), Native Hawaiian or other Pacific Islander, and Multi-Racial.

➤ **Graduate Report with Post Grad Plans**

This report summarizes the number of students you have reported as high school completers. It is organized by graduate type (summer or during the school year), by school, by diploma type, and then by the number in each category of post grad plans.

➤ **Homeless Count**

This report is a count by school of the students reported in your EOY upload as living in a homeless environment. This provides a quick check that you have reported correctly the students that fit this category at any time during the school year. Please note: if a student has multiple records with homeless data, only the record with the latest recorded entry date will be counted in this report.

➤ **School Suspensions**

This reports the number of students that received in school or out of school suspensions listed by school, by type of suspension, and counts by the number of days they were suspended.

➤ **% of School Week (Non Traditional)**

This report lists by school, by grade, the % of the time the student was in school, then the number of students in that % of time category. You can quickly tell from this report if you have correctly reported the PreSchool and Kindergarten students' % of time in school. This report will also include full time students in any grade whose tuition is split between two or more districts.

➤ **Alternative Learning Programs (Enrollment Status 8)**

This report lists all the students who were reported in your district as enrolled in an Alternative Learning Program coded with enrollment status 8.

➤ **Students Enrolled In A GED Options Program**

This report includes all high school students uploaded with an enrollment status of 12. This enrollment status indicates that the student is attending a GED Options program offered as part of the curriculum in the named High School.

➤ **Record Detail for EOY**

This report contains ALL of the records from your EOY Enrollment uploads. You may find it helpful to move this report to Excel to assist you with computing and comparing totals.

➤ **Districts With No EOY Batch Uploads**

At the end of the year, this report can be used to confirm if other districts have uploaded their End of Year data.

## **EOY Academic Reports**

➤ **Reading Recovery Count**

This report summarizes the records of first graders who were reported as participating in a Reading Recovery Program at some time during the school year. Your Reading Recovery coordinator can quickly verify the number from this report. Note: If the Reading Recovery services are part of your Title I RLA funds, then the student should be recorded as both Title I RLA AND Reading Recovery.

➤ **AP Summary**

This report summarizes the records that reported the students who participated in Advanced Placement course activities. It reports by school the AP the number of students in each AP category by their completion status.

➤ **Title I Count Summary**

This report summarizes the records that reported students who received Title I Reading Language Arts or Title I Math services at some time during the school year. Your Title I coordinator can quickly verify the number on this report.

➤ **Record Detail for EOY Academic**

This report contains ALL of the records from your EOY Academic uploads. You may find it helpful to open this report in Excel to assist you with summarizing and comparing totals.