Special Education Student Record for Beginners

FY2019 Data Conference

August, 2018

Classic Center

Athens, GA

Carol Seay EdD., Part B Data Manager

Priorities for 2018-2019

Richard Woods,
Georgia's School Superintendent
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- IEP Development and Implementation
- Eligibility Determination Process
- Parent Procedural Safeguards

Georgia Department of Education

What is Student Record?

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Georgia's School Superintendent
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The Student Record collects data on the instructional services provided to students by the local school system throughout the regular school year.

The Student Record data collection is the single largest data collection process conducted by GADOE

Georgia Department of Education

Student Record:
Cumulative Data for a School Year

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System

School

Student

Enrollment

Program

Special Education

Student Safety

Georgia Department of Education

Student Record Resources

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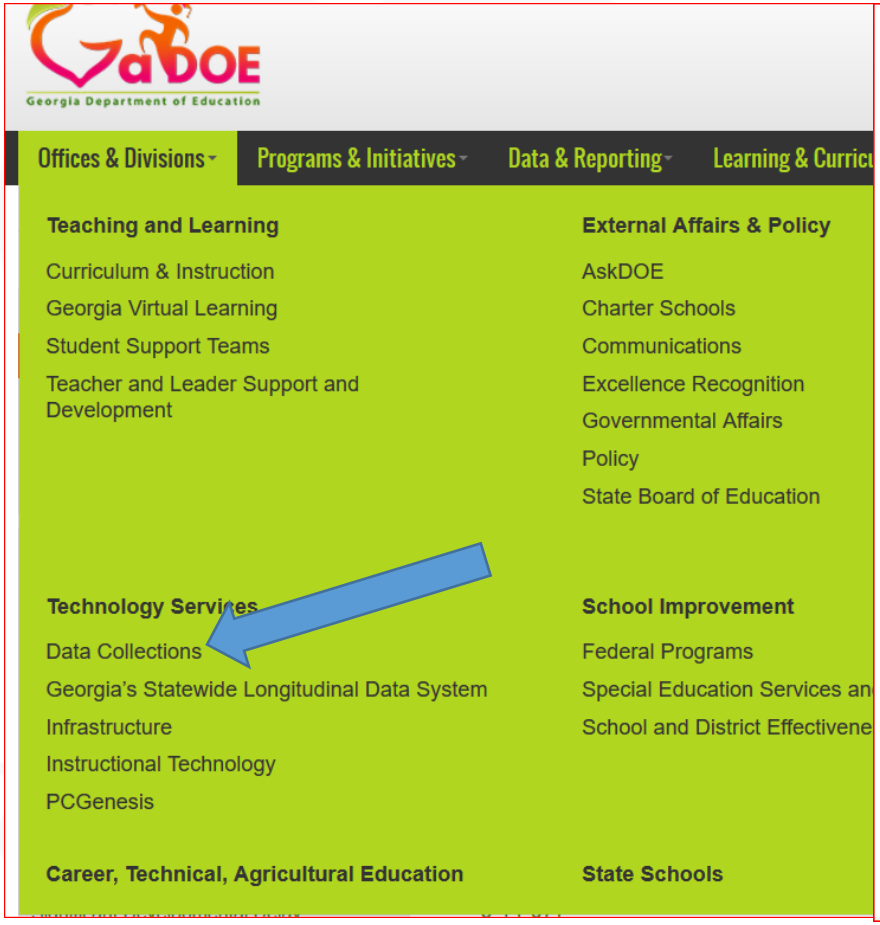

Data Collections and Reporting

Data Collection Documentation

- Certified/Classified Personnel Information (CPI)
- End of Pathway Assessment (EOPA)
- Free/Reduced Price Meal Eligibility
- Full-Time Equivalent (FTE) / FTE Data Survey
- GUIDE (Georgia Unique Identifier for Education)
- Pre-ID Labels
- Private School
- Student Class
- Student Record
- Presentations, Webinars, and Miscellaneous Documentation
- Summary of Transmission Dates

Accessing SR

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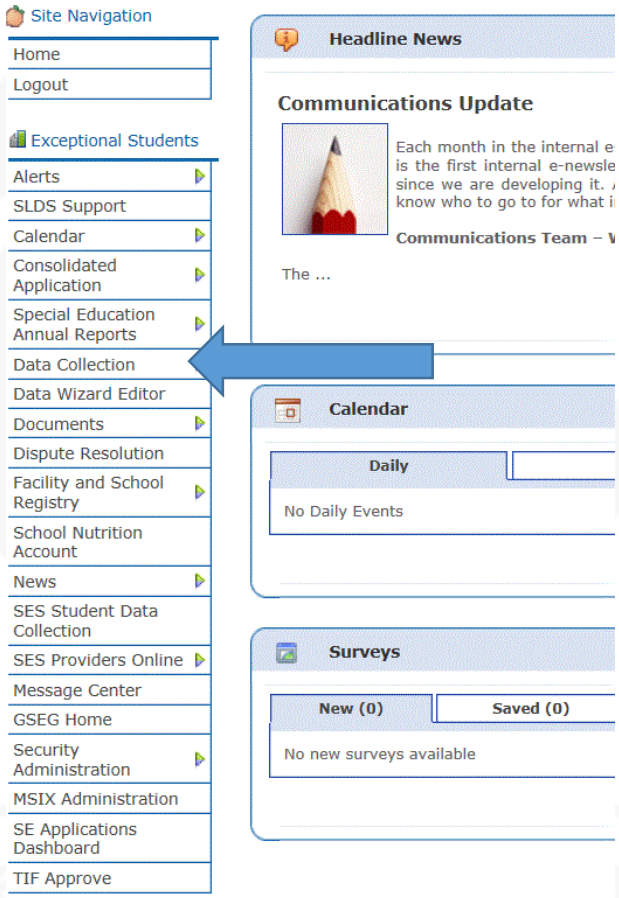

You must have a GADOE portal account and be provisioned to access the Student Record Application

Select Data Collection, Student Record, the current year and your district

FY19 Student Record Resources

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FY2018 Student Record Resources

The Student Record collects data on the instructional services provided to students by the local school system throughout the regular school year. The Student Record data collection is the single largest data collection process conducted by GaDOE.

General Information

- Student Record Data Element Detail (Updated 8/7/2017)
- Special Education Guidelines
- Student Record Coordinators
- Student Record Transmission Deadlines

Related Information

- GNETS FAQ
- MOWR Institutions Codes
- Place of Birth Codes
- Reporting Online Courses
- Student Record Checklist (Sample Only)
- Student Support Teams (SST)

Prior year Student Record resources

These resources are in the portal SR application

Georgia Department of Education — Student Record Application

Student Record Transmission Cycles

Transmission Cycles	Current Documentation
Student Record For 2017	• Enrollment Level File Layout
Student Record For 2016	• Program Level File Layout
Student Record For 2015	• School Level File Layout
Student Record For 2014	• Special Education Level Layout
Student Record For 2013	• Student Level File Layout
Student Record For 2012	• Student Safety File Layout
Student Record For 2011	• System Level File Layout
Student Record For 2010	
Student Record For 2009	
Student Record For 2008	

Student Record Signoff Deadline

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The official STATE deadline is:

June 18, 2019

SR signoff is one of the data elements included when calculating Timely and Accurate Data

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Student Record

Special Education Level File

Reporting Special Education Events

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- Student Record (SR) requires that you report dates of special education events for each child reflecting the **referral** to special education/**eligibility process** and subsequent special education **service.**
- The process is sequential
- SR events/dates are sequential

Understanding the special education process (and rules, requirements) will help you understand the Student Record reporting process

Special Education Events

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Event 01

- Babies Can't Wait Transition Meeting Date

Event 02

- Initial Parent Consent for Evaluation- date PCE is received by any district personnel

Event 03

- Initial Evaluation – date evaluation was completed

Event 04

- Initial Eligibility Determination - date of the meeting

Event 05

- Initial IEP Meeting/BCW Transition – date of the meeting

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Event 06

- Initial Placement, date when student first receives services NOT when parent signs consent

Event 07

- IEP Annual Review – date of the meeting

Event 08

- Reevaluation – date the reevaluation process is completed

Event 09

- Special Education Exit as No Longer Eligible – date of the meeting determining ineligibility

Event 10

- Parent Revocation of Consent – date services are terminated

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Event 11

- Student not Eligible for Initial Eligibility – date of the eligibility meeting determining not eligible

Event 12

- Parent Refused Initial Placement – date of the IEP meeting

Event 13

- Student Was Incorrectly Reported as SWD
  - Will require documentation

Who Reports Student Record?

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- The school **where the events take place** is responsible for reporting the special education events
- If a student attends multiple schools in a year, **all schools report special education events if they occur at that school**
- Student and enrollment data are required so the school responsible for reporting these data may be correctly identified

Event Codes for Initial Events '01'-'06'

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- Student referred to special education for the first time, placed in **Georgia**
- Report EVENT CODES:
  - '01' Babies Can't Wait Transition Meeting (if referred from BCW)
  - '02' Initial Consent for Evaluation
  - '03' Initial Evaluation Completed
  - '04' Initial Eligibility Determination
  - '05' Initial IEP
  - '06' Date services were initiated (if parent gave consent)

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Report EVENT CODES for Initial Events '02'-'06':

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A student was:

- reported as SWD in Prior Year
- returned to General Education as no longer eligible – EVENT CODE '09' was reported
- re-referred to Special Education
  - Report Initial Consent EVENT CODE '02'
  - Report Initial Evaluation EVENT CODE '03'
  - Report Initial Eligibility EVENT CODE'04'
  - Report Initial IEP EVENT CODE '05' (if determined to be eligible)
  - Report Initial Placement EVENT CODE '06' (if parent consents)
    - EVENT CODE '06' date is when services are initiated

Report EVENT CODES for Initial Events '02'-'06'

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A student was:

- reported as SWD in Prior Year
- returned to General Education – parent revoked consent – EVENT CODE '10' reported
- re-referred to Special Education
  - Report Initial Consent EVENT CODE '02'
  - Report Initial Evaluation EVENT CODE '03'
  - Report Initial Eligibility EVENT CODE '04'
  - Report Initial IEP EVENT CODE '05' (if determined to be eligible)
  - Report Initial Placement EVENT CODE '06' (if parent consents)
    - EVENT CODE '06' date is when services are initiated

Report Event Codes for Initial Events '02'-'06'

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A student was:

- referred, evaluated and found in-eligible prior year (EVENT CODES '02', '03', '04', '11' were reported)
- re-referred to Special Education
  - Report Initial Consent EVENT CODE '02'
  - Report Initial Evaluation EVENT CODE '03'
  - Report Initial Eligibility EVENT CODE '04'
  - Report Initial IEP EVENT CODE '05' (if determined to be eligible)
  - Report Initial Placement EVENT CODE '06' (if parent consents)
    - EVENT CODE '06' date is when services are initiated

Required **Events for Students NEW to Special Education**

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- EVENT CODE '04' – Initial Eligibility Determination
- EVENT CODE '05' – Initial IEP Meeting
- EVENT CODE '06' – Initial IEP Placement – date the student **began receiving service**; never report a future date

Enter a Primary Area in your SIS only if you are reporting an EVENT CODE '06'

Why are '01' – '03' not required?

For a student enrolling from out of state you may not have the consent ('02') or the evaluation report ('03')

Reporting Primary Area

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Eligibility	Primary Area Code	Eligibility	Primary Area Code
Mild Intellectual Disability	P	Other Health Impairment	Y
Moderate Intellectual Disability	Q	Visual Impairment	Z
Severe Intellectual Disability	R	Blind	1
Profound intellectual Disability	S	Deaf and Blind	2
Emotional Behavior Disorder	T	Speech/Language Impairment	3
Specific Learning Disability	U	Autism	6
Orthopedic Impairment	V	Traumatic Brain Injury	7
Hearing Impairment	W	Significant Developmental Delay	8
Deaf	X		

Primary Area in Student Record indicates that the student is a Student with a Disability

When do you report a Primary Area?

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A student is a SWD when services are initiated:

- Do not report a Primary Area until the date of EVENT CODE '06' when services begin
- For reporting purposes a student is not an SWD when he/she is made eligible, but when services are initiated

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When to Report Primary Area for Exiters; *revised*

Students who exited special education in the prior year	Students who exit special education *after prior year SR sign off* and *prior* to the first day of school	Students who exit special education *after the first day* of school but *prior* to FTE1	Students who exit special education *after FTE1* but *prior* to FTE3	Students who exit Special Education after FTE3 and before Student Record sign-off
REPORT TYPE = R	REPORT TYPE = R	REPORT TYPE = R	REPORT TYPE = R	
In SIS: • Do not report Primary Area in FTE 1 • Event '09' or '10' occurred and was reported in the prior year Student Record (SR)	**In SIS:** • REMOVE the Primary Area for FTE 1 • Report Event Code '09' or '10' or '13 in FTE 1 • Primary Area will NOT be reported in SR	**In SIS:** • **Leave the Primary Area in your SIS but it is not extracted or reported in FTE1** • Report Event Code '09', '10' or '13' in FTE1 • Primary Area will be reported in SR	**In SIS:** • **Leave the Primary Area in your SIS but it is not extracted or reported in FTE3** • Report Exit Event Code '09', '10' or '13' in **Student Record** • Primary Area will be reported in SR	• Report exit event '09', '10' or '13' in **Student Record** • Report a PA in **Student Record** • **After sign-off:** remove Primary Area from SR any EXIT EVENT reported in FTE1 or SR

General Education Students in Special Education Record

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A special education record may be submitted for *general education students*, but may only contain events for the following:

- '01' Babies Can't Wait Notification
- '02' Parent Consent to Evaluation
- '03' Initial Evaluation
- '04' Initial Eligibility Determination
- '05' Initial IEP Meeting

Do not report a Primary Area

Why? *1.) Parent refused services,*
2.) Student not eligible and remained in General Ed
3.) Services not initiated until the following year

Students Exiting Special Education

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EVENT CODE '09'

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- **'09':** Exit code when a student is *no longer eligible* for special education services and reflects the ***last date of service and the same date as EVENT CODE '08'***

- If a student with a disability *withdraws* and also reports a Special Education *exit* **EVENT CODE '09'**, the withdrawal date must be after the event date reported for exit EVENT CODE '09'

Remember: students must be evaluated prior to be determined in-eligible.
"Evaluated in…evaluated out"

EVENT CODE '10'

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- **'10':** Exit EVENT CODE when parent *revokes consent* for special education services; reflects the **last date of services**

- If a Student with a Disability withdraws and also reports a Special Education Exit EVENT CODE '10', the **withdrawal date must be after the event date** reported for exit EVENT CODE '10'.

Provision of Prior Written Notice

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- Provision of Prior Written Notice (PWN):
  - required before services can be discontinued
  - must occur in a timely manner
- **Information for the parent of changes and services that will be eliminated**
  (these services may include; special transportation, other related services, service and benefits from other public and private programs, testing accommodations, provision of assistive technology, considerations for high school students of the impact on graduation requirements or diploma options)

PWN related to Revocation of Consent

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- An explanation of why the action is occurring
- A description of each piece or source of data, evaluations, records, assessment and/or reports supporting recommendations for the student to continue to receive or withdraw from services
- A statement that the parent will be giving up the procedural safeguards available under IDEA and a list of sources for parents to contact for information about IDEA Part B
- A description of other factors relevant to the situation. In addition, the PWN must be in the description of other options that were considered for student and why those options were rejected by the IEP team
- Must be in understandable language and in the native language of the parent
- Provision of procedural safeguards

EVENT CODE '12'

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- **'12':** Parent to refused to provide consent for initial placement
  - Consent received (report EVENT CODE '02')
  - Evaluation completed (report EVENT CODE '03')
  - Student made eligible (report EVENT CODE '04')
  - Student has an IEP (report EVENT CODE '05')
  - Student does not receive services (**do not report EVENT CODE** '06')
- Report: EVENT CODES '02', '03', '04', '05', '12'

If the parents change their mind (soon after refusal) :

- Convene a new Initial IEP
- Report another '05' and then an '06' when services are initiated

Student's Special Education History if parent grants consent after a refusal: '02', '03', '04', '05', '12', '05', '06'

Revocation of Consent for Evaluation

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Scenario: Parent provides consent for evaluation and revokes the consent **prior to completion** of the evaluation

- The law is silent on revocation of consent for evaluation
- GADOE guidance:
  - Honor the parent's request to cease evaluation
  - Do not report EVENT CODE '02' event for Student Record
  - Document that the consent had been obtained and was subsequently revoked

Parent/Student Present at Conference

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- Student Present at IEP Meeting
  - 'Y' or 'N' for EVENT CODES '05' and '07'
  - Can be reported for all students
  - Required for 9th -12th grade or 16 years or older

- Parent Present at IEP Meeting
  - 'Y' or 'N' for EVENT CODES '05' and '07'

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Test Your Understanding

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True or False?

Every student with Special Education Events is reported with a Primary Area

FALSE

Every SWD has Events '04', '05', and '06'.

TRUE

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Test Your Understanding

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A student is referred to special education in your LEA, you evaluate, the student is eligible and begins services in the same year. What events should you report?

a) '04', '05', '06'

b) '02', '03', '04', '05', '06'

c) '02', '03', '04', '05'

b

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Test Your Understanding

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A student is referred to special education in your LEA, you evaluate, the student is eligible, has an IEP meeting but parents do not provide consent for placement (services). What events do you report?

a) '02', '03', '04', '05', '06', '12'

b) '02', '03', '04', '05'

c) '02', '03', '04', '05', '12'

c

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Test Your Understanding

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What events are *required* to be reported for a student who is initially placed in Georgia?

a) '04', '05', '06'

b) '02', '03', '04', '05', '06'

c) '02', '03', '04', '05',

Why?

a

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Students Transferring from Out of State

Special Education Events for Transfer Students

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Report events as initial events for students who are SWD for the first time in Georgia

Example:

A student transfers from FL, eligible as a SWD and has a current IEP from FL

Report:

EVENT CODE '04': Report the date of the most recent FL eligibility

EVENT CODE '05': Report the date of the most recent FL IEP

EVENT CODE '06': Report the date services **begin in Georgia**

Reporting Transfers

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Important to remember:

- The LEA always has the obligation to provide services to students enrolling from out of state without delay
- Scenarios describing various transfer situations will be shared in the "**Reporting Special Education FTE, CPI and Student Class: Troubleshooting Issues & Errors**" session

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Errors

Reports Menu

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When Student Record is open you may see all errors on the Error Report. Download Errors allows the user to open the error report in Excel

Special Education Level Layout: Edits

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Student Record Transmission Cycles

Transmission Cycles	Current Documentation
Student Record For 2018	• Enrollment Level File Layout
Student Record For 2017	• Program Level File Layout
Student Record For 2016	• School Level File Layout
Student Record For 2015	• Special Education Level Layout
Student Record For 2014	• Student Level File Layout
Student Record For 2013	• Student Safety File Layout
Student Record For 2012	• System Level File Layout
Student Record For 2011	
Student Record For 2010	
Student Record For 2009	
Student Record For 2008	

Special Education Edits

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FY2018 Student Record - SPECIAL EDUCATION Level File Layout

Special Education Level Record Layout (G01)

Special Education-level data elements - Information maintained at each school for each student having Special Education activity. For students with a Special Education Primary Area of Exceptionality in their Student record, these records will detail specific Special Education activities. A student can have multiple records for different events within the same school and fiscal year.

Special Education Level Record Layout (G01)

Element ID	Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits
SPE001	G001	FISCAL YEAR	A	yyyy	4	1	4	Fiscal year of record.	**E010** - yyyy is complete year. '2018' is the value for this current **FISCAL YEAR**.
SPE002	G002	PERIOD	A	x	1	5	5	Reporting period of record.	**E021** - Always equal to '1'.
SPE003	G003	SYSTEM CODE	A	XXX	3	6	8	School System Code.	**E040** - Must be an active system code in the Facilities Database in the range 601-799.
SPE004	G004	SCHOOL CODE	A	xxxx	4	9	12	Number that identifies a school within a system.	**E050** - **SCHOOL** CODE is missing or not valid for this system. Refer to the ***Facilities Database***.
SPE005	G005	Filler	X	xxxxxxxxx	9	13	21		
SPE006	G006	RECORD TYPE	A	xxx	3	22	24	ID of record layout.	**E825** - Equals 'G01' for Special Education Level Record Layout.
SPE007	G007	EVENT CODE	A	xx	2	25	26	Definition of *new special education student:* No previous 06–08 events or the last event reported was an exit. **Event 13 –** Should only be used to correct misreporting of a student as SWD in a PRIOR year. It is not intended to be used for misreporting in the current school year. Current SWD data incorrectly reported should be deleted. **This event will require comments before signoff.**	E594 - Must be one of the following codes: '01' - Babies Can't Wait Notification '02' - Parent Consent to Evaluation '03' - Initial Evaluation '04' - Initial Eligibility Determination '05' - Initial IEP Meeting '06' - Initial IEP Placement/Transition Service Begin '07' - IEP Annual Review '08' - Re-Eligibility Determination '09' - Special Education Exit '10' - Parent Revoked Consent '11' - Student Not Eligible for Initial Placement '12' - Parent Refused Initial Placement '13' - District Verified That Student Was Incorrectly Reported as SWD in a Prior Year

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Errors; Edits

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Edits regarding SWD also in:

- Student Level File
- Program Level File
- Enrollment Level File

Much more information about edits…

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SR Reports

Helpful SR Reports

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Special Education Level Reports

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Go To the Reports Menu

Special Education Reports

- SE001 Special Education Level Transmission Verification Report
- SE010 Special Education History
- SE051 Special Education Placement Information
- SE051b Special Education Current Year Placement Information by Grade Range
- SEC051c Special Education Placement Information (by Primay Area)
- SE052 Special Education IEP Information By Grade
- SE052B Initial IEP and Annual Review Meeting by Grade
- SE052C Initial IEP and Annual Review Meeting by Primary Area
- SE055 Primary Area by EL, Hispanic, Race and Gender
- SE056 Primary Area by Age
- SE056b Primary Area by Age - System Level
- SE057 Primary Area by Grade
- SE057b Primary Area by Grade (by Primary Area)
- SE058 Event Code Records Reported by Primary Area
- SE059 Transferred Special Ed Students with no Primary Area
- SE060 Primary Area Students without Special Ed. Level Information
- SE061 Students Misreported as Special Ed
- SE062 Initial Evaluation Report

Student Safety Level Reports

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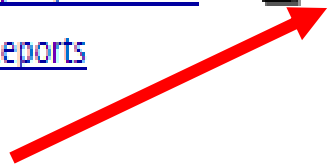
Go To the Reports Menu

Student Safety Level Reports

- DIS010 System Totals By Incident Type
- DIS020 System Totals By Discipline Action
- DIS030 System Totals By Incident Counts
- DIS040 System Totals By Context and Location
- DIS050 System Totals By Action/Auxillary
- DIS060 Student Safety Level Transmission Verification Report
- DIS070 Discipline Comparison Report
- DIS080 Student Safety EVENT Summary Report
- DIS090 Continuation of Services Report
- DIS091 Suspensions with Same Date and Days (W863)
- DIS092 Possible Duplicated Student Safety Records
- DIS093 In-Out School Suspensions Less Than One Day
- DIS095 OSS Greater Than 10 Days w/o Services
- DIS097 SWD System Totals by Discipline Action
- SRDISCALL Print ALL Summary Reports



Enrollment Level Reports

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Enrollment Level Reports

- ENR001 Dropouts Who Are Active in Another System
- ENR002 Active Students Reported as Dropouts in Another System
- ENR003 Transfers Among Georgia Public Schools
- ENR019A Withdrawal Reason Report
- ENR019B Drop-Out Reason Report
- ENR021 Student Attendance Report
- ENR022 School Entry Reason Report
- ENR023a Absences 10 % or Greater by Student
- ENR024a Absences 10% or Greater by School and Grade
- ENR035Sa Student Enrollment Greater than 180 days Summary(Within the Districts)
- ENR035Ta Student Enrollment Greater than 190 days Summary between Districts
- ENR036 Students With E2567 With GTID Claim
- ENR037 Deceased Students
- SRENRALL Print ALL Summary Reports

Student Level Reports

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Go To the Reports Menu

Student Level Reports

- SR051 Student Level Transmission Verification Report
- SR018 Annual School Report of Students' Residence
- SR023 Graduation Program Of Study Report
- SR025A Special Language Programs
- SR025C EL Students Entered from Out of State or Country
- SR026 Free or Reduced Lunch Eligibility
- SR027b Gifted Students - Referrals Report
- SR027d Gifted Students - Report of Students Served
- SR032a Report of Title I Participants: Instructional and Other Services
- SR033 Migrant Student Report
- SR050 State Demographic Comparison Report
- SR057B Graduate Diploma Information
- SR058A Migrant Non-Match Report
- SR062A Homeless Students Report
- SR066 Duplicate GTID Report
- SR068 Homeless Primary Night Shelter Report
- SR071 FTE/SR Exception Report
- SR073 Date Entered Ninth Grade Report
- SR076 Career Awareness ES Report
- SR078 PRE-K Program Code Report
- SR082 Report for Student Support Team (SST)
- SR086 Active Military - Student Information
- SRSTUDALL Print ALL Summary Reports
- SR017 Student Demographic Report
- SR020 Retained Students Report
- SR024 Diploma Seal Report
- SR025B Special Language Programs - Primary Language
- SR025D EL Monitored
- SR027a Gifted Students Report
- SR027c Gifted Students - Eligibility Report
- SR029 Remedial Education Report
- SR032B Report of Environment
- SR038 Active Students Reported in FTE but not in Student Record
- SR055 State Comparison-Date Entered 9th Grade
- SR058 Migrant Match Report
- SR060 Country Of Origin Report
- SR064 Multiple GTIDs Reported for Student ID
- SR067 Duplicated Demographic
- SR070 Demographic of Education Program
- SR072 Immigrant Student Report
- SR075 International Exchange Student
- SR077 Career Interest Inventories MS Report
- SR081 Career Planning Report
- SR084 Student Summary Information
- SR087 Military Reserve - Student Information

Questions

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