



MT 3050 Student Information Reports

August 2009

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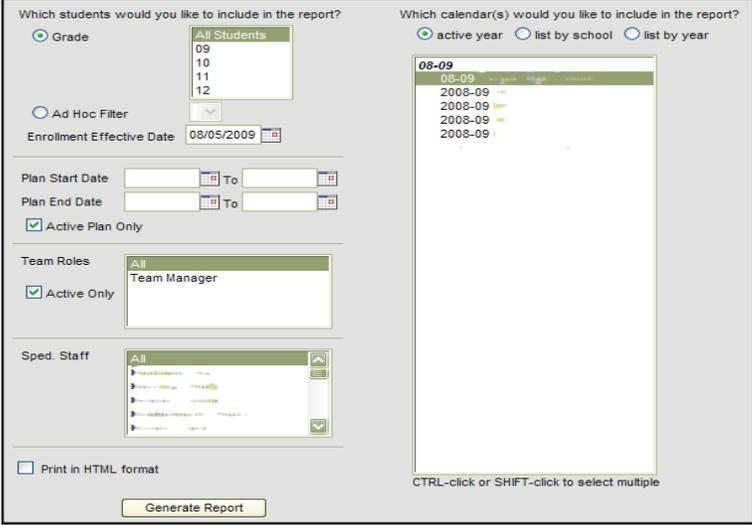
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STUDENT INFORMATION REPORTS

Path: Student Information > Reports

Caseload Summary Report

The Caseload Summary Report lists detailed information about each student in a caseload. If the effective date is entered, it will filter the list of students to only those where team membership is active and the student's IEP and enrollment is active.



The screenshot shows a web-based form for generating a Caseload Summary Report. It is divided into two main sections: "Which students would you like to include in the report?" and "Which calendar(s) would you like to include in the report?".

Which students would you like to include in the report?

- Grade: A dropdown menu is open showing "All Students", "09", "10", "11", and "12".
- Ad Hoc Filter: A dropdown menu is present.
- Enrollment Effective Date: A date field containing "08/05/2009" with a calendar icon.
- Plan Start Date: A date field with a calendar icon.
- Plan End Date: A date field with a calendar icon.
- Active Plan Only
- Team Roles: A dropdown menu is open showing "All" and "Team Manager".
- Active Only
- Sped. Staff: A dropdown menu is open showing "All" and a list of staff members.
- Print in HTML format
- Generate Report button

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

- active year
- list by school
- list by year
- A calendar field is open showing "08-09" and a list of years: "2008-09", "2009-09", "2008-09", and "2008-09".
- CTRL-click or SHIFT-click to select multiple

1. Select which students to include on the report, either by Grade Level or by selecting a pre-developed Ad hoc filter from the dropdown list. Selecting a specific grade level or a specific set of students will reduce wait time.
2. Enter an Effective Date if desired by typing in *mmddyy* format or by clicking the calendar icon to select a date.
3. To further narrow the results, enter the Plan Start Date and Plan End Date in *mmddyy* format or by clicking the calendar icon to select a date. Entering dates in both start and end fields will return plans that began within that range or ended within that range.
4. If only active plans should be returned, ensure the Active Plan Only checkbox is marked. If ended plans as well as active plans should be returned, uncheck this box.
5. Select the Team Role. The results that are returned are based on the team members assigned to the student.
6. Select the Special Education Staff to be listed on the report. This information is based on the staff member's district assignment in the Census module.
7. Select which calendars to include on the report by selecting either the Active Year, List by School or List by Year. Once selected, select the specific school calendar from the calendar field.
8. Click the Generate Report button. The report will generate in a PDF (Adobe) document, listing the students with an active IEP and the user's team role.

Student Information Reports

Duplicate IDs Report

The Duplicate IDs Report will list students that have the same local IDs or state IDs.

Which duplicate records would you like to include in the report?

Local ID
 State ID

How would you like the report sorted?

Name
 Local ID
 State ID

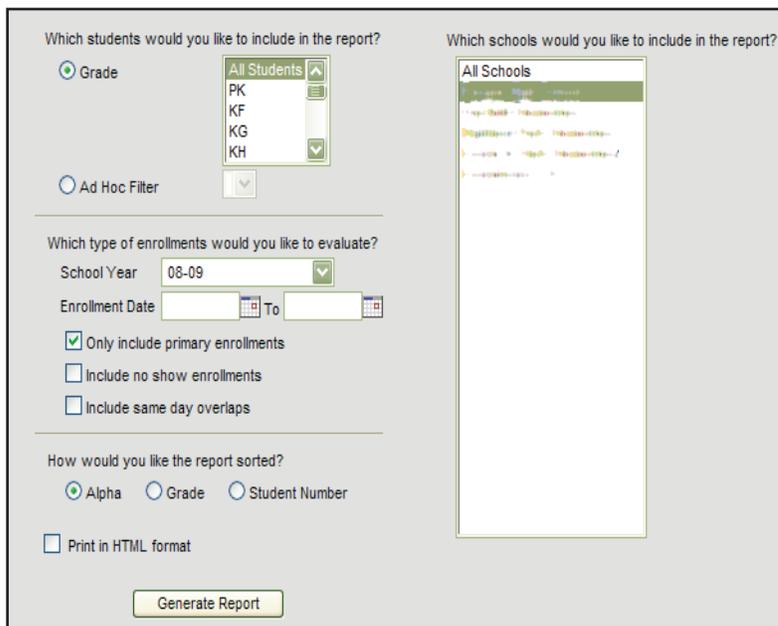
Print in HTML format

1. Select which IDs to include in the report – Local IDs or State IDs. Only one option can be chosen at a time.
2. Select how to sort the report – alphabetically by student last name, numerically by local ID or numerically by state ID.
3. Click the Generate Report button. The report will display the students with matching IDs and note in which calendar and grade the students are enrolled.

Student Information Reports

Enrollment Overlap Report

This report will list students who are simultaneously enrolled in two schools on the same date. The records are grouped by a list of overlapping enrollments.



The screenshot shows a web-based form for generating an Enrollment Overlap Report. The form is divided into several sections:

- Which students would you like to include in the report?**
 - Grade: A dropdown menu is set to "All Students", with options PK, KF, KG, and KH visible.
 - Ad Hoc Filter: A dropdown menu is currently empty.
- Which type of enrollments would you like to evaluate?**
 - School Year: A dropdown menu is set to "08-09".
 - Enrollment Date: Two date pickers are present, labeled "To".
 - Only include primary enrollments
 - Include no show enrollments
 - Include same day overlaps
- How would you like the report sorted?**
 - Alpha
 - Grade
 - Student Number
- Print in HTML format

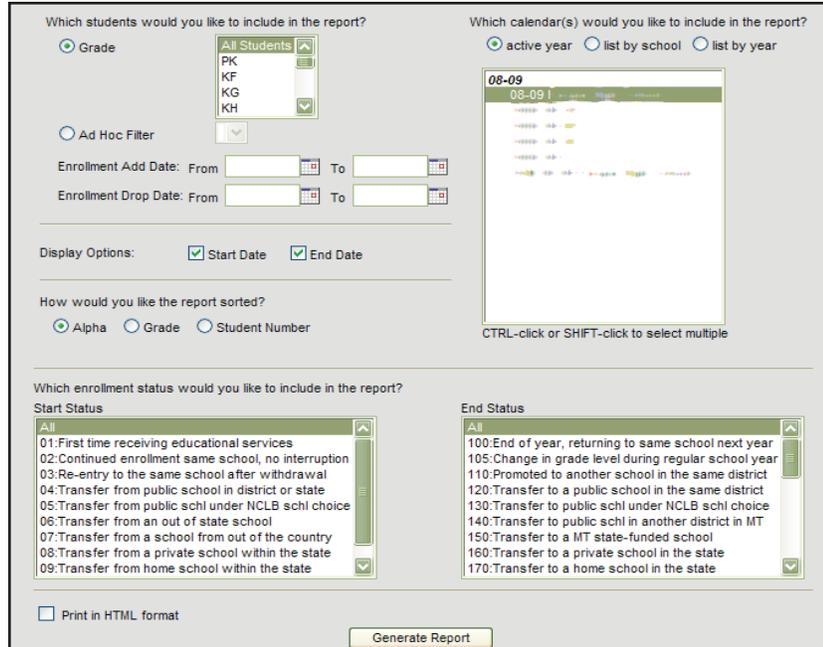
A "Generate Report" button is located at the bottom of the form. On the right side of the form, there is a section titled "Which schools would you like to include in the report?" with a dropdown menu set to "All Schools".

1. Select which students to include on the report, either by Grade Level or by selecting a pre-developed Ad hoc filter from the dropdown list. Selecting a specific grade level or a specific set of students will reduce wait time.
2. Select a school year to evaluate from the dropdown list.
3. Enter an Enrollment Date range in the available fields. These should be entered in date format.
4. If only primary enrollments should be included on the report, check the Only Include Primary Enrollments box. If all enrollments should be included, uncheck this box.
5. If students marked as a no show should be included on the report, check the Include no show enrollments box.
6. If students with same day enrollment overlaps should be included on the report, check the Include same day overlaps box.
7. Determine how the report should be sorted – by student name or by student number.
8. If the report should be printed in HTML format, check the Print in HTML format box.
9. Click the Generate Report button. The report will display listing the student's name and number, grade, calendar of enrollment, start and end dates of enrollment and type and percent of enrollment.

Student Information Reports

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 will be listed on the report.



1. Select which students to include on the report, either by Grade Level or by selecting a pre-developed Ad hoc filter from the dropdown list. Selecting a specific grade level or a specific set of students will reduce wait time.
2. Enter a desired Enrollment Add Date. There are two date fields in which to enter dates. The first date is a From field. This date selects students at this point in time going forward for an enrollment start date. The second date is a To field, which will list students up to that date. Dates are entered in *mmddyy* format or by clicking the calendar icon to select a date.
3. Enter a desired Enrollment Drop Date. Again, there are two date fields listed, where the first field is a from date (picking up any students that dropped out starting on that date) and the second field is a to date (picking up any students that dropped through that date). Dates are entered in *mmddyy* format or by clicking the calendar icon to select a date.
4. Select the Display Options for the report. Both the Start Date and the End Date can be selected.
5. Determine how the report should be sorted – Alphabetical, Grade or Student Number.
6. Select the Calendar Years to include on the report - Active Year, List by School or List by Year. Then, select the appropriate calendar years from the list, using the CTRL and SHIFT keys to select multiple calendars.
7. Select which Start Status and End Status to include on the report. These status fields are state specific and cannot be modified. Multiple status fields can be selected by holding down the CTRL key

Student Information Reports



and selecting additional status options.

8. Click the Generate Report button. The report will display in an Adobe (PDF) format, listing students and their appropriate enrollment information.

Enrollment Summary Report

The Enrollment Summary Report will list a district-wide breakdown of enrollments summary grouped by school, grade, gender and race. This report will print for one designated school (selected in the dropdown list), as well as for All Schools.

A screenshot of a web-based form for generating an enrollment summary report. At the top, there is a field for "Effective Date*" with the value "08/05/2009" and a small calendar icon to its right. Below this is a question: "Which schools would you like to include in the report?". Underneath the question is a dropdown menu with "All Schools" selected. Below the dropdown is a section titled "Report Format Options:" containing four checkboxes: "Original Format (grade levels vertically and ethnicities horizontally)" which is selected, "Tall Format (grade levels horizontally and ethnicities vertically)", "Observe State Exclude (Don't include enrollments marked as state exclude)", and "Print in HTML format". At the bottom of the form is a yellow button labeled "Generate Report".

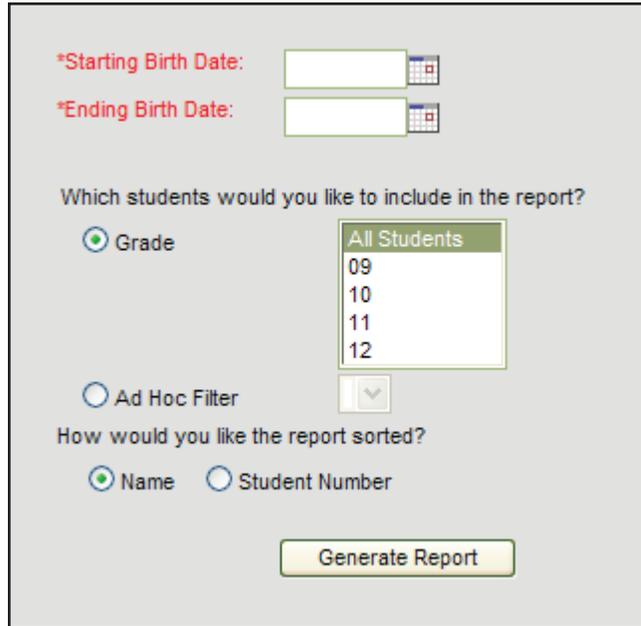
1. Enter an Effective Date for the report by typing in *mmdyy* format or by clicking the calendar icon to select a date.
2. Select which schools should appear on the report.
3. If enrollments marked as State Exclude should not be included on the report, check the Observe State Exclude checkbox.
4. Mark the Display in HTML checkbox to have the report display in HTML format.
5. Click the Generate Report button. The report will list summary enrollment information for the selected school.
6. The logic behind this report will filter students based on the effective date entered. If a student has two enrollments that overlap or two enrollments that are both ended in the same calendar, he/she will still be listed on the report.

Student Information Reports

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 student name, student number and birthday. Only the students whose birth date falls within the user input date range are included in the report.

A screenshot of a web-based form for generating a report. The form has a light gray background and contains the following elements:

- Two red labels: "*Starting Birth Date:" and "*Ending Birth Date:". Each is followed by a white text input field and a small calendar icon.
- A question: "Which students would you like to include in the report?"
- Two radio buttons: "Grade" (selected) and "Ad Hoc Filter".
- A dropdown menu for "Grade" showing options: "All Students", "09", "10", "11", and "12".
- A dropdown menu for "Ad Hoc Filter" with a downward arrow.
- A question: "How would you like the report sorted?"
- Two radio buttons: "Name" (selected) and "Student Number".
- A yellow "Generate Report" button at the bottom.

1. Enter the Starting Birth Date and Ending Birth Date in *mmddyy* format or by clicking the calendar icon to select a date. The starting date would be birth dates of the oldest students in the school; the ending date would be birth dates of the youngest students in the school.
2. Select which Grade Levels to show on the report. The default option is for All grade levels. Users can also use an Ad hoc Filter to select students.
3. Determine how the report should be sorted – by student name or by student number.
4. Click the Generate Report button. The labels will display in a new web window formatted for standard Avery labels (5160).

Student Information Reports



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 parents' names, name, gender, date of birth, address and phone. Only the students whose birth date falls within the user input date range are included in the report.

A screenshot of a web form for generating a report. The form has a light gray background and contains the following elements:

- Two date input fields labeled "*Starting Birth Date:" and "*Ending Birth Date:" in red text, each with a calendar icon to its right.
- A question: "Which students would you like to include in the report?"
- Two radio button options: "Grade" (selected) and "Ad Hoc Filter".
- A dropdown menu next to "Grade" showing options: "All Students", "09", "10", "11", and "12".
- A dropdown arrow next to "Ad Hoc Filter".
- A question: "How would you like the report sorted?"
- Two radio button options: "Name" (selected) and "Student Number".
- A yellow "Generate Report" button at the bottom.

1. Enter the Starting Birth Date and Ending Birth Date in *mmdyy* format or by clicking the calendar icon to select a date. The starting date would be birth dates of the oldest students in the school; the ending date would be birth dates of the youngest students in the school.
2. Select which Grade Levels to show on the report. The default option is for All grade levels. Users can also use an Ad hoc Filter to select students.
3. Determine how the report should be sorted – by student name or by student number.
4. Click the Generate Report button. The labels will display in a new web window formatted for standard Avery labels (5160).

Student Information Reports

Process Compliance Report

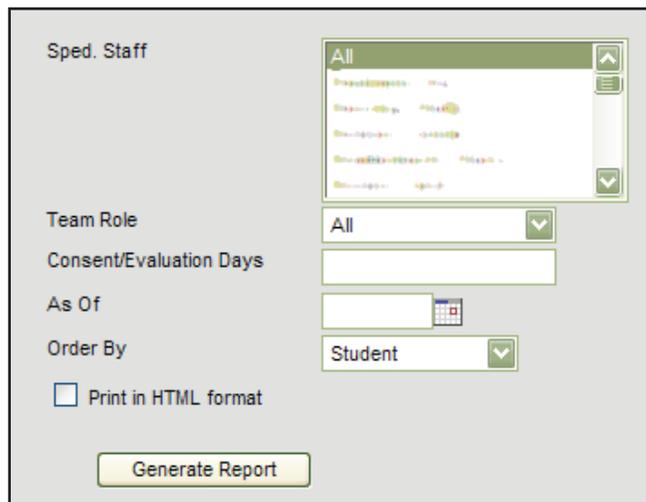
This report searches for all students who have information that does not comply with certain requirements. The conditions that trigger an alert are as follows:

- **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.
- When a student is within 30 days of his/her 18th birthday.
- 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.

The search can be further refined by defining an As Of date; this feature functions as follows:

- For the first three conditions, the alert will only be triggered if the As Of date is within the alert time period specified by the condition.
- For the fifth condition, the alert will only be triggered if the As Of date falls on or after the start date of the IEP and on or before the end date.
- For the sixth condition, the alert will only be triggered if the As Of date is after the date of the Initial Evaluation.

All IEPs and Evaluations must be locked in order for them to be considered in this report. This does not apply to Notice of Evaluation forms.



The screenshot shows a search interface for the Process Compliance Report. It includes the following fields and options:

- Sped. Staff:** A selection area with a dropdown menu currently set to "All".
- Team Role:** A dropdown menu currently set to "All".
- Consent/Evaluation Days:** A text input field.
- As Of:** A date selection field with a calendar icon.
- Order By:** A dropdown menu currently set to "Student".
- Print in HTML format**
- Generate Report** button

1. Select the Special Education Staff name from the selection area. Select the All option to include all special education staff members.
2. Select the Team Role from the dropdown list. Options are All, Case

Student Information Reports



3. Enter the Consent/Evaluation Days. This is the number of days between the evaluation and the consent date.
4. Enter the As Of Date in *mmddyy* format. This is the date that will be used as the point in time from which to assess events.
5. Select the Order By option from the dropdown list. Options are Student or Compliance Type.
6. Click the Generate Report button. The report will display in PDF (Adobe) format, listing the caseworker's name and all students who meet the report guidelines.

Service Detail Report

The Service Detail Report will display detailed information of the students' name, student number, grade and service details, including service provider, service start/end date and minute summary.

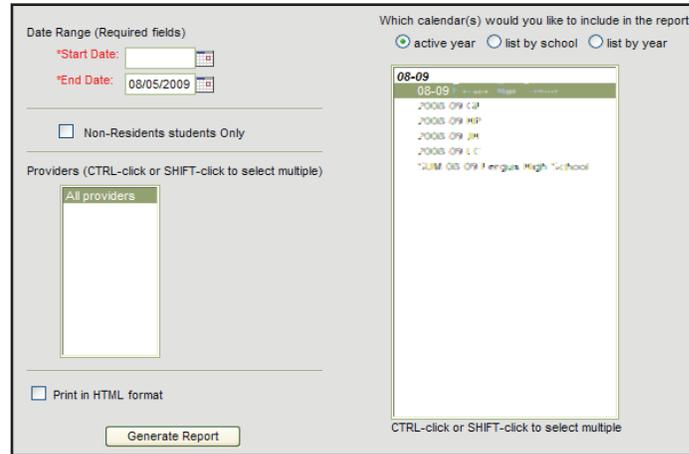
A screenshot of a web-based interface for generating a Service Detail Report. The interface is divided into several sections. On the left, there are input fields for "Date Range (Required fields)" with "Start Date" and "End Date" (pre-filled with "08/05/2009"). Below this is a checkbox for "Non-Residents students Only". A "Service" dropdown menu is open, showing a list of service types: "All service", "Adapted Physical Education", "Assistive Technology", "Audiology", "Braille Instruction", "Career/Vocational", "Communication", "Consultation", "Counseling", and "Direct Service". At the bottom left is a checkbox for "Print in HTML format" and a "Generate Report" button. On the right, there is a section titled "Which calendar(s) would you like to include in the report?" with three radio buttons: "active year" (selected), "list by school", and "list by year". Below this is a preview window showing a calendar for "08-09" with a list of student names and their service details. A note at the bottom of the preview window says "CTRL-click or SHIFT-click to select multiple".

1. Enter a Start Date and an End Date for the report. The end date will be defaulted to the current date.
2. Check the box to show Non-Resident students only on the report.
3. Select the Providers to show on the report. Use the CTRL and Shift keys to select multiple providers. The default option is for all providers.
4. Select the appropriate calendars to include in the report.
5. To display the report in HTML format, mark the Print in HTML format checkbox. Leaving this unselected will display the report in PDF format.
6. Click the Generate Report button. The report will generate in a PDF (Adobe) document, listing the providers of the service first and then the student names.

Student Information Reports

Service Provider Detail Report

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: 08/05/2009

Non-Residents students Only

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

All providers

Print in HTML format

Generate Report

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

active year list by school list by year

08-09

08-09

2008 09 CA

2008 09 HP

2008 09 JH

2008 09 LC

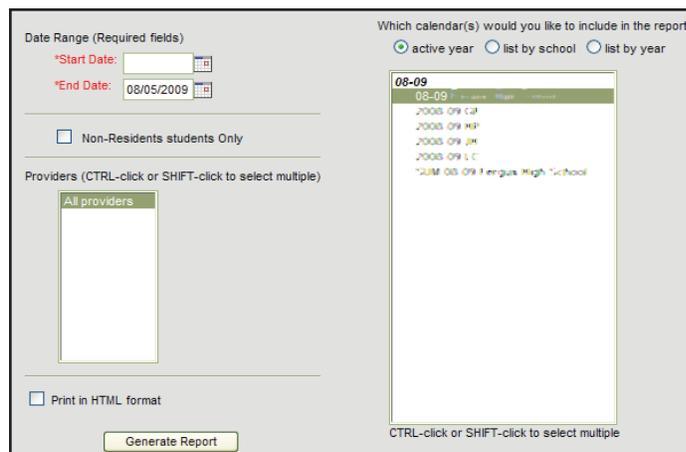
*SUM 08 09 Ferguson High School

CTRL-click or SHIFT-click to select multiple

1. Enter a Start Date and an End Date for the report. The end date field will be populated with the current date.
2. Check the box to show Non-Resident students only on the report.
3. Select the Providers to show on the report. Use the CTRL and Shift keys to select multiple providers. The default option is for all providers.
4. Select the Calendars to include on the report.
5. To display the report in HTML format, mark the Print in HTML checkbox.
6. Click the Generate Report button. The report will generate in a PDF (Adobe) document, listing the providers of the service first and then the student names.

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" is selected as the report type.



Date Range (Required fields)

*Start Date:

*End Date: 08/05/2009

Non-Residents students Only

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

All providers

Print in HTML format

Generate Report

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

active year list by school list by year

08-09

08-09

2008 09 CA

2008 09 HP

2008 09 JH

2008 09 LC

*SUM 08 09 Ferguson High School

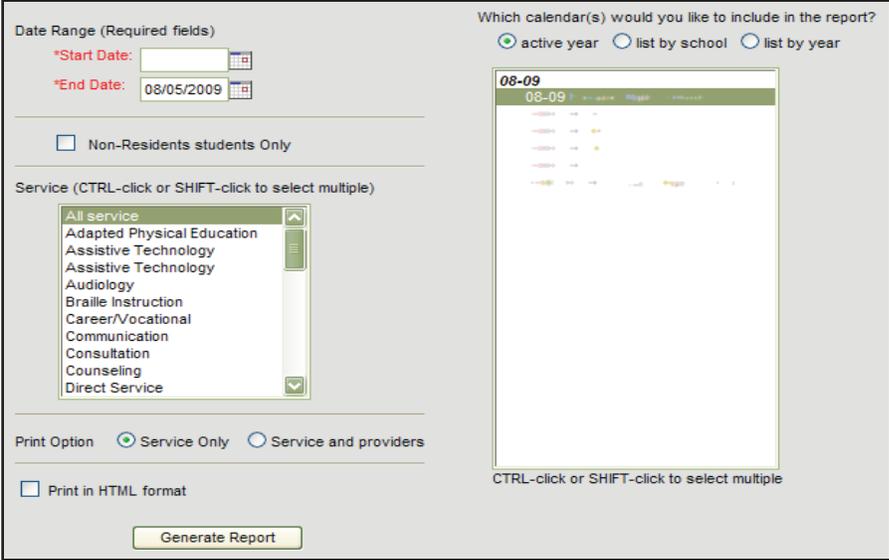
CTRL-click or SHIFT-click to select multiple

Student Information Reports

1. Enter a Start Date and an End Date for the report. The end date field will be populated with the current date.
2. Check the box to show Non-Resident students only on the report.
3. Select the Providers to show on the report. Use the CTRL and Shift keys to select multiple providers. The default option is for all providers.
4. Select the Calendars to include on the report.
5. To display the report in HTML format, mark the Print in HTML checkbox.
6. Click the Generate Report button. The report will generate in a PDF (Adobe) document, listing the providers of the service first and then the student names.

Service Summary Report

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 "Service and Providers" is selected as the report type.



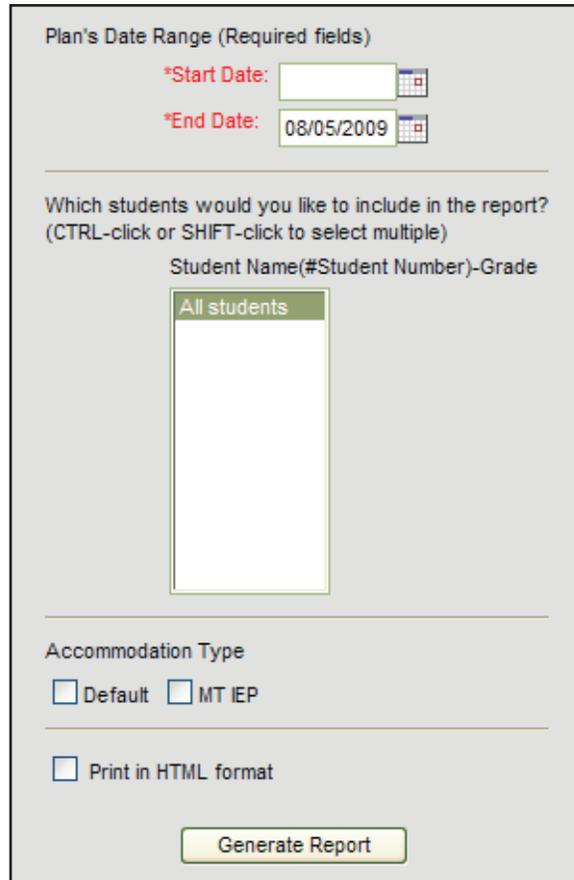
The screenshot shows a web-based form for generating a Service Summary Report. It includes fields for Start Date and End Date (08/05/2009), a checkbox for Non-Residents students Only, a list of services (All service, Adapted Physical Education, Assistive Technology, Braille Instruction, Career/Vocational, Communication, Consultation, Counseling, Direct Service), a Print Option section (Service Only selected, Service and providers), and a Print in HTML format checkbox. A preview window shows a report for the 08-09 period. A 'Generate Report' button is at the bottom.

1. Enter a Start Date and an End Date for the report. The end date will be defaulted to the current date.
2. Check the box to show Non-Resident students only on the report.
3. Select the Services to show on the report. Use the CTRL and Shift keys to select multiple providers. The default option is for all providers.
4. Select a Print Option preference – Providers Only or Providers and Services.
5. Select the Calendars to include on the report.
6. Click the Generate Report button. The report will appear in Adobe (PDF) format in a new window, listing a summary of services provided to students.

Student Information Reports

Test Accommodations Report

The Test Accommodations Report lists special accommodations and modifications for Special Ed students, such as more time or more breaks.

The screenshot shows a web form for generating a report. It includes fields for "Plan's Date Range (Required fields)" with "Start Date" and "End Date" (pre-filled with "08/05/2009"). Below is a section for selecting students, with a list box containing "All students". There are checkboxes for "Accommodation Type" (Default, MT IEP) and "Print in HTML format". A "Generate Report" button is at the bottom.

Plan's Date Range (Required fields)

*Start Date: 

*End Date: 

Which students would you like to include in the report?
(CTRL-click or SHIFT-click to select multiple)

Student Name(#Student Number)-Grade

Accommodation Type

Default MT IEP

Print in HTML format

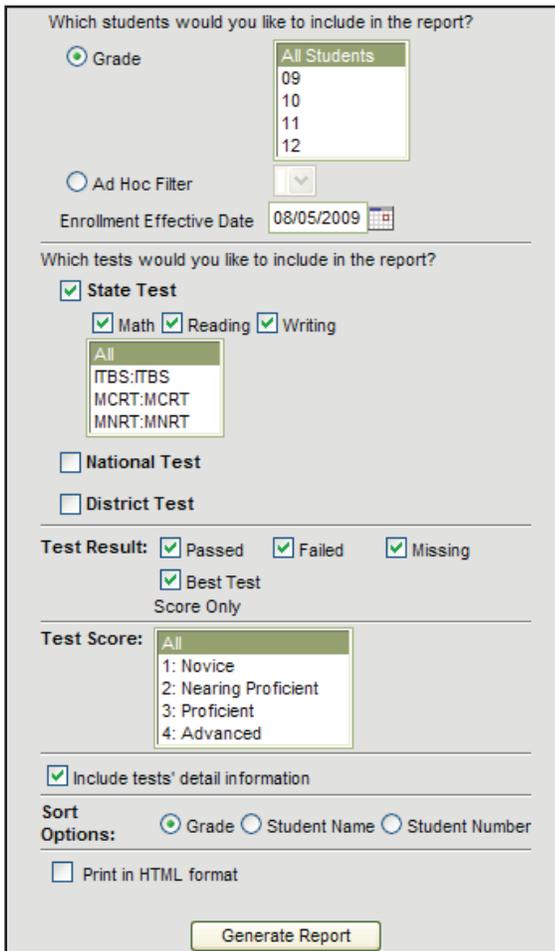
1. Enter a Start Date and an End Date for the report. The end date will be defaulted to the current date.
2. Select which students will be included in the report. The list of students is based on enrollments in the selected school. Select particular students using the CTRL and SHIFT keys or select the All Students option to generate a report for all listed students.
3. Click the Generate Report button. The report will appear in an Adobe (PDF) document in a new window, listing the selected students, which test has the accommodation and each student's reading, writing and math level.

Student Information Reports

Test Results Report

The Test Results Report lists student test results that match the criteria selected. The state code belongs to the State Test category.

At least one category, test type, test result and test score must be selected to generate the report.



Which students would you like to include in the report?

Grade Ad Hoc Filter

Enrollment Effective Date: 08/05/2009

Which tests would you like to include in the report?

State Test

Math Reading Writing

National Test

District Test

Test Result: Passed Failed Missing Best Test

Score Only

Test Score: All

Include tests' detail information

Sort Options: Grade Student Name Student Number

Print in HTML format

Generate Report

1. Select the Ad hoc Filter to display the appropriate students on the report. If not using the Ad hoc Filter, select the Grade Level of the students to show on the report.
2. Enter an Enrollment Effective Date to remove inactive students from the generated report.
3. Select which State Tests to incorporate into the report, including the selection of each subtest. Also select which National Tests and District Tests to include on the report.
4. Select the Test Result(s) to display on the report. Options are Passed, Failed, Missing and Best Test.
5. Select the Test Score to display on the report. All scores can be selected if desired.
6. Select the Sort Options in which to display the report – by Grade, Student Name or Student Number.
7. Click the Generate Report button. The report will display in a PDF (Adobe) document, listing the students' names and their test scores for the selected tests.

Student Information Reports

Graduation Cohort Validations Report

The Graduation Cohort Validations Report will list graduate 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.

Calendars listed are only those where the grade levels in those calendars are 9-12, or any combination of those grade levels.

<p>Validation Types Choose one or more validation(s) to include on the report</p> <p><input type="checkbox"/> Inconsistent Enrollment/Graduation Data</p> <p><input type="checkbox"/> Incomplete Graduation Data</p> <p style="margin-left: 20px;"><input type="checkbox"/> Diploma Date</p> <p style="margin-left: 20px;"><input type="checkbox"/> Diploma Type</p> <p style="margin-left: 20px;"><input type="checkbox"/> Diploma Period</p> <p style="margin-left: 20px;"><input type="checkbox"/> Post Grad Location</p> <p style="margin-left: 20px;"><input type="checkbox"/> Post Grad Plans</p> <p><input type="checkbox"/> Inconsistent Enrollment/Cohort Data</p> <p><input type="checkbox"/> Incomplete Cohort Data</p> <p><input type="checkbox"/> Cohort Field Determination</p> <p style="margin-left: 20px;"><input type="checkbox"/> System Populated Auto</p> <p style="margin-left: 20px;"><input type="checkbox"/> User Populated</p> <p style="margin-left: 20px;"><input type="checkbox"/> Conversion</p>	<p>Report Elements Choose the data elements to include on the report</p> <p><input type="checkbox"/> District Number</p> <p><input type="checkbox"/> District Name</p> <p><input type="checkbox"/> School Number</p> <p><input type="checkbox"/> School Name</p> <p><input checked="" type="checkbox"/> School StateID</p> <p><input type="checkbox"/> NASIS ID</p> <p><input checked="" type="checkbox"/> Student Last Name</p> <p><input checked="" type="checkbox"/> Student First Name</p> <p><input type="checkbox"/> Grade</p> <hr/> <p>Which calendar(s) would you like to include in the report?</p> <p><input checked="" type="radio"/> active year <input type="radio"/> list by school <input type="radio"/> list by year</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>08-09</p> <p>08-09 / Infinite High School</p> </div> <p style="text-align: center; font-size: small;">CTRL-click or SHIFT-click to select multiple</p>
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Print in HTML format

1. Select the Validation Types to include on the report. Note that when some options are selected, the suboptions become available. At least one validation type must be chosen.
2. Select the Report elements to include on the report. School State ID, Student Last Name and Student First Name should always be included.
3. Select the Calendars to include on the report. Calendars are sorted by active year, by school or by year.
4. If the report should print in HTML format, select the Print in HTML format checkbox.
5. Click the Generate Report button. The report will appear in PDF format listing the students with the selected graduation and cohort information.