


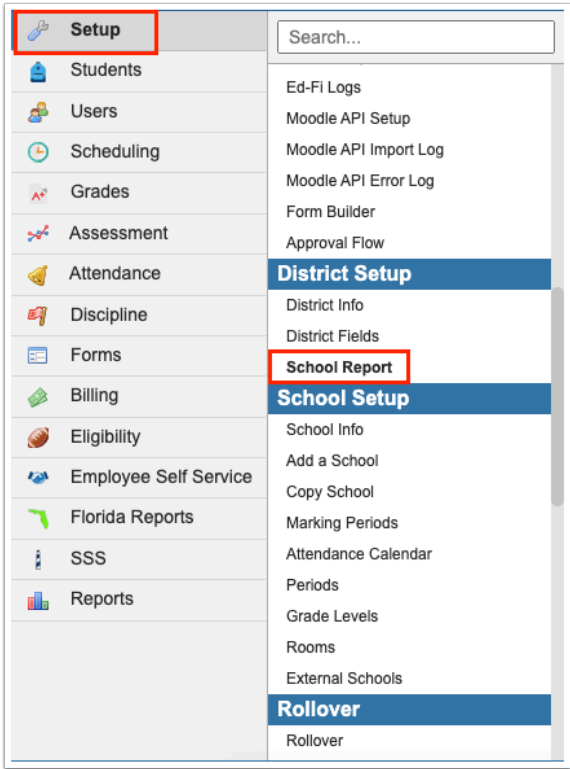
School Report

The School Report displays the school information fields for all schools in the district on one report. Users with the Edit permission for this report can update school fields for individual schools or can mass update fields for all schools.

 Logging fields and computed tables are not included on the School Report.

Viewing the School Report

1. In the **Setup** menu, click **School Report**.



The School Report is displayed, including all the active schools in the district.

<div> Default </div> <div> <input type="checkbox"/> Include Inactive <input type="checkbox"/> Include Computed </div>								
<div> <div> Prev Page: 1 / 2 Next </div> 38 Records Export Filter: OFF Toggle Columns Page Size: 25 Mass Update </div>								
School Number	Title	Facility	Min Syear	Max Syear	Education Organization ID	Gradelevel Range	Grade Range Abbreviation	Abbreviated Name
	1111 - Employee Self Service							
9103	Adult Education - 9103	0042 : OW...				10-31		
3518	Batman Scholarship - 3518					K-12	Other	BS
0391	Big Owls Academy - 0391	0391 : BIG ...		2023		K-5	Elementary	BOA
3900	Family Empowerment Scholar					PK-12		
C908	Florida Community College - t	C908 : OW...						FCC
0600	Florida Virtual HS - 0600							FLVHS
0500	Florida Virtual MS - 0500	7004 : FL ...						FLVMS
0311	Focus Elementary School - 03	0311 : FO...				K-5	Elementary	FES
0041	Focus High School - 0041	0041 : FO...				9-12	High	FHS
0161	Focus Owl Elementary - 0161	0161 : FLO...				K-5	Elementary	FOES
0101	Focus West High School - 010	0101 : OW...				9-12	High	FWH
0131	Garcia High School - 0131	0131 : SP...				6-12	Other	GHS

2. To include inactive schools in the report, select **Include Inactive**.

The report will update to include inactive schools.

<div> Default </div> <div> <input checked="" type="checkbox"/> Include Inactive <input type="checkbox"/> Include Computed </div>								
<div> <div> Prev Page: 1 / 4 Next </div> 81 Records Export Filter: OFF Toggle Columns Page Size: 25 Mass Update </div>								
School Number	Title	Facility	Min Syear	Max Syear	Education Organization ID	Gradelevel Range	Grade Range Abbreviation	Abbreviated Name
	1111 - Employee Self Service							
9103	Adult Education - 9103	0042 : OW...				10-31		
3518	Batman Scholarship - 3518					K-12	Other	BS
0391	Big Owls Academy - 0391	0391 : BIG ...		2023		K-5	Elementary	BOA
3900	Family Empowerment Scholar					PK-12		
C908	Florida Community College - t	C908 : OW...						FCC
0600	Florida Virtual HS - 0600							FLVHS
0500	Florida Virtual MS - 0500	7004 : FL ...						FLVMS
0311	Focus Elementary School - 03	0311 : FO...				K-5	Elementary	FES
0041	Focus High School - 0041	0041 : FO...				9-12	High	FHS
0161	Focus Owl Elementary - 0161	0161 : FLO...				K-5	Elementary	FOES
0101	Focus West High School - 010	0101 : OW...				9-12	High	FWH
0131	Garcia High School - 0131	0131 : SP...				6-12	Other	GHS

3. To include computed fields on the report, select **Include Computed**.

The report will update to include computed fields.

Default

☒ Include Inactive

☒ Include Computed

« Prev

Page: 1 / 4

Next »

81 Records

Export

Filter: OFF

Toggle Columns

Page Size: 25

Mass Update

School Number	Title	Facility	Min Syear	Max Syear	Education Organization ID	Gradelevel Range	Grade Range Abbreviation	Abbreviated Name
	1111 - Employee Self Service							
9103	Adult Education - 9103	0042 : OW...				10-31		
3518	Batman Scholarship - 3518					K-12	Other	BS
0391	Big Owls Academy - 0391	0391 : BIG ...		2023		K-5	Elementary	BOA
3900	Family Empowerment Scholar					PK-12		
C908	Florida Community College - t	C908 : OW...						FCC
0600	Florida Virtual HS - 0600							FLVHS
0500	Florida Virtual MS - 0500	7004 : FL ...						FLVMS
0311	Focus Elementary School - 03	0311 : FO...				K-5	Elementary	FES
0041	Focus High School - 0041	0041 : FO...				9-12	High	FHS
0161	Focus Owl Elementary - 0161	0161 : FLO...				K-5	Elementary	FOES
0101	Focus West High School - 010	0101 : OW...				9-12	High	FWH
0131	Garcia High School - 0131	0131 : SP...				6-12	Other	GHS

4. Click the **i** icon next to a school Title to open the [School Info](#) screen in a new tab.

Default

☐ Include Inactive

☐ Include Computed

Prev

Page: 1 / 2

Next

38 Records

Export

Filter: OFF

Toggle Columns

Page Size: 25

Mass Update

School Number	Title	Facility	Min Syear	Max Syear	Education Organization ID	Gradelevel Range	Grade Range Abbreviation	Abbreviated Name
	1111 - Employee Self Service							
9103	Adult Education - 9103	0042 : OW...				10-31		
3518	Batman Scholarship - 3518					K-12	Other	BS
0391	Big Owls Academy - 0391	0391 : BIG ...		2023		K-5	Elementary	BOA
3900	Family Empowerment Scholar					PK-12		
C908	Florida Community College - t	C908 : OW...						FCC
0600	Florida Virtual HS - 0600							FLVHS
0500	Florida Virtual MS - 0500	7004 : FL ...						FLVMS
0311	Focus Elementary School - 03	0311 : FO...				K-5	Elementary	FES
0041	Focus High School - 0041	0041 : FO...				9-12	High	FHS
0161	Focus Owl Elementary - 0161	0161 : FLO...				K-5	Elementary	FOES
0101	Focus West High School - 010	0101 : OW...				9-12	High	FWH
0131	Garcia High School - 0131	0131 : SP...				6-12	Other	GHS

5. Click the **Expand View** icon next to a school to view all the school information fields for the school in a pop-up window for easier viewing.

<div> Default </div> <div> <input type="checkbox"/> Include Inactive <input type="checkbox"/> Include Computed </div>								
<div> <div> Prev Page: 1 / 2 Next </div> 38 Records Export Filter: OFF Toggle Columns Page Size: 25 Mass Update </div>								
School Number	Title	Facility	Min Syear	Max Syear	Education Organization ID	Gradelevel Range	Grade Range Abbreviation	Abbreviated Name
	1111 - Employee Self Service							
9103	Adult Education - 9103	0042 : OW...				10-31		
3518	Batman Scholarship - 3518					K-12	Other	BS
0391	Big Owls Academy - 0391	0391 : BIG ...		2023		K-5	Elementary	BOA
3900	Family Empowerment Scholar					PK-12		
C908	Florida Community College -	C908 : OW...						FCC
0600	Florida Virtual HS - 0600							FLVHS
0500	Florida Virtual MS - 0500	7004 : FL ...						FLVMS
0311	Focus Elementary School - 03	0311 : FO...				K-5	Elementary	FES
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0161	Focus Owl Elementary - 0161	0161 : FLO...				K-5	Elementary	FOES
0101	Focus West High School - 010	0101 : OW...				9-12	High	FWH
0131	Garcia High School - 0131	0131 : SP...				6-12	Other	GHS

6. In the pop-up window, click the left or right arrows to navigate to the previous or next school in the list. Click **Close** to close the pop-up window.

School Number	0041	Title	Focus High School - 0041
Facility	0041 : FO...	Min Syear	
Max Syear		Sort Order	
Exclude from Communication	<input type="checkbox"/>	Available on the Online App	<input checked="" type="checkbox"/>
Education Organization ID		Gradelevel Range	9-12
Grade Range Abbreviation	High	Abbreviated Name	FHS
Address	555 Focus Drive	AIC	No
City	St. Petersburg	Community Eligibility Provision (CEP) School	<input type="checkbox"/>
District Number	44	Double-Session School	<input type="checkbox"/>
Exclude from State Reporting	<input type="checkbox"/>	Federal School Identifier	
		<div> <div> <div> <div> </div> <div> </div> </div> <div> Close </div> </div> </div>	

7. Click the **Next** and **Prev** buttons to navigate through the pages of the report. Enter a **Page** number in the text box and press **Enter** to navigate directly to that page.

<div> Default <input type="checkbox"/> Include Inactive <input type="checkbox"/> Include Computed </div>								
<div> <div> Prev Page: 1 / 2 Next </div> 38 Records Export Filter: OFF Toggle Columns Page Size: 25 Mass Update </div>								
School Number	Title	Facility	Min Syear	Max Syear	Education Organization ID	Gradelevel Range	Grade Range Abbreviation	Abbreviated Name
	1111 - Employee Self Service							
9103	Adult Education - 9103	0042 : OW...				10-31		
3518	Batman Scholarship - 3518					K-12	Other	BS
0391	Big Owls Academy - 0391	0391 : BIG ...		2023		K-5	Elementary	BOA
3900	Family Empowerment Scholar					PK-12		
C908	Florida Community College - t	C908 : OW...						FCC
0600	Florida Virtual HS - 0600							FLVHS
0500	Florida Virtual MS - 0500	7004 : FL ...						FLVMS
0311	Focus Elementary School - 03	0311 : FO...				K-5	Elementary	FES
0041	Focus High School - 0041	0041 : FO...				9-12	High	FHS
0161	Focus Owl Elementary - 0161	0161 : FLO...				K-5	Elementary	FOES
0101	Focus West High School - 010	0101 : OW...				9-12	High	FWH
0131	Garcia High School - 0131	0131 : SP...				6-12	Other	GHS

Using Toggle Columns and Page Size

The maximum number of records included on each page of the report can be customized. Columns can also be hidden from the report, as needed. Your settings will be remembered the next time you return to the report.

1. To hide or show certain columns on the report, click **Toggle Columns**.

<div> Default <input type="checkbox"/> Include Inactive <input type="checkbox"/> Include Computed </div>								
<div> <div> Prev Page: 1 / 2 Next </div> 38 Records Export Filter: OFF Toggle Columns Page Size: 25 Mass Update </div>								
School Number	Title	Facility	Min Syear	Max Syear	Education Organization ID	Gradelevel Range	Grade Range Abbreviation	Abbreviated Name
	1111 - Employee Self Service							
9103	Adult Education - 9103	0042 : OW...				10-31		
3518	Batman Scholarship - 3518					K-12	Other	BS
0391	Big Owls Academy - 0391	0391 : BIG ...		2023		K-5	Elementary	BOA
3900	Family Empowerment Scholar					PK-12		
C908	Florida Community College - t	C908 : OW...						FCC
0600	Florida Virtual HS - 0600							FLVHS
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0311	Focus Elementary School - 03	0311 : FO...				K-5	Elementary	FES
0041	Focus High School - 0041	0041 : FO...				9-12	High	FHS
0161	Focus Owl Elementary - 0161	0161 : FLO...				K-5	Elementary	FOES
0101	Focus West High School - 010	0101 : OW...				9-12	High	FWH
0131	Garcia High School - 0131	0131 : SP...				6-12	Other	GHS

2. In the pop-up window, select or deselect the columns you want to show or hide from the report. Click the **X** when finished.

X

Toggle Columns

- ☒ School Number
- ☒ Title
- ☒ Facility
- ☒ Min Year
- ☒ Max Year
- ☒ Sort Order
- ☒ Exclude from Communication
- ☒ Available on the Online App
- ☒ School Logo
- ☒ Education Organization ID
- ☒ Gradelevel Range
- ☒ Grade Range Abbreviation
- ☒ Abbreviated Name
- ☒ Address
- ☒ AIC
- ☒ City
- ☒ Community Eligibility Provision (CEP) School
- ☒ District Number
- ☒ Double-Session School
- ☒ Exclude from State Reporting
- ☒ Federal School Identifier
- ☒ IB
- ☒ McKay School
- ☒ PERT Site Code
- ☒ Phone
- ☒ Principal

3. Edit the **Page Size** to view more or fewer schools on each page of the report.

Default

☐ Include Inactive
 ☐ Include Computed

Prev

Page: 1 / 2

Next

38 Records

Export

Filters: OFF

Toggle Columns

Page Size: 30

Mass Update

School Number	Title	Facility	Min Year	Max Year	Education Organization ID	Gradelevel Range	Grade Range Abbreviation	Abbreviated Name
	1111 - Employee Self Service							
9103	Adult Education - 9103	0042 : OW...				10-31		
3518	Batman Scholarship - 3518					K-12	Other	BS
0391	Big Owls Academy - 0391	0391 : BIG ...		2023		K-5	Elementary	BOA
3900	Family Empowerment Scholar					PK-12		
C908	Florida Community College - t	C908 : OW...						FCC
0600	Florida Virtual HS - 0600							FLVHS
0500	Florida Virtual MS - 0500	7004 : FL ...						FLVMS
0311	Focus Elementary School - 03	0311 : FO...				K-5	Elementary	FES
0041	Focus High School - 0041	0041 : FO...				9-12	High	FHS
0161	Focus Owl Elementary - 0161	0161 : FLO...				K-5	Elementary	FOES
0101	Focus West High School - 010	0101 : OW...				9-12	High	FWH
0131	Garcia High School - 0131	0131 : SP...				6-12	Other	GHS

Filtering the School Report

The School Report can be filtered based on any of the report columns. You can also save the filtered report. See [Saving the Filtered School Report](#) for more information.

1. Click the **Filter** button so that it displays ON.

Filters display above each column.

Default

☐ Include Inactive

☐ Include Computed

Prev

Page: 1 / 2

Next

38 Records

Export

Filter: ON

Toggle Columns

Page Size: 30

Mass Update

School Number	Title	Facility	Min Syear	Max Syear	Education Organization ID	Gradelevel Range	Grade Range Abbreviation	Abbreviated Name
	1111 - Employee Self Service							
9103	Adult Education - 9103	0042 : OW...				10-31		
3518	Batman Scholarship - 3518					K-12	Other	BS
0391	Big Owls Academy - 0391	0391 : BIG ...		2023		K-5	Elementary	BOA
3900	Family Empowerment Scholar					PK-12		
C908	Florida Community College - t	C908 : OW...						FCC
0600	Florida Virtual HS - 0600							FLVHS
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0311	Focus Elementary School - 03	0311 : FO...				K-5	Elementary	FES
0041	Focus High School - 0041	0041 : FO...				9-12	High	FHS
0161	Focus Owl Elementary - 0161	0161 : FLO...				K-5	Elementary	FOES
0101	Focus West High School - 010	0101 : OW...				9-12	High	FWH

2. In the filter text box, begin typing the filter criteria.

The report will filter as you type.

Default

☐ Include Inactive

☐ Include Computed

4 Records

Export

Filter: ON


Toggle Columns


Page Size: 30

Mass Update

School Number	Title	Facility	Min Syear	Max Syear	Education Organization ID	Gradelevel Range	Grade Range Abbreviation	Abbreviated Name
0041	Focus High School - 0041	0041 : FO...				9-12	High	FHS
0101	Focus West High School - 010	0101 : OW...				9-12	High	FWH
0131	Garcia High School - 0131	0131 : SP...				6-12	Other	GHS
5555	Palm Tree High School							

3. Click the down arrow to select a filter option.

Default  ☐ Include Inactive ☐ Include Computed

4 Records [Export](#)  [Filter: ON](#) [Toggle Columns](#) [Page Size: 30](#) [Mass Update](#)


School Number	Title	Min Year	Max Year	Education Organization ID	Gradelevel Range	Grade Range Abbreviation	Abbreviated Name
0041	Focus High School - 0041				9-12	High	FHS
0101	Focus West High School - 0101				9-12	High	FWH
0131	Garcia High School - 0131				6-12	Other	GHS
5555	Palm Tree High School						


Contains
Equals
Starts with
Ends with
Has value
Greater
Greater or equal
Less
Less or equal
Between

Not
Not
Not
Not
Not
Not
Not
Not

4. To add an additional filter to a column, click the green plus icon.


5. To remove a filter from a column, click the red minus sign.


Default  ☐ Include Inactive ☐ Include Computed

4 Records [Export](#)  [Filter: ON](#) [Toggle Columns](#) [Page Size: 30](#) [Mass Update](#)

School Number	Title	Facility	Min Year	Max Year	Education Organization ID	Gradelevel Range	Grade Range Abbreviation	Abbreviated Name
0041	Focus High School - 0041	0041 : FO...				9-12	High	
0101	Focus West High School - 0101	0101 : OW...				9-12	High	
0131	Garcia High School - 0131	0131 : SP...				6-12	Other	
5555	Palm Tree High School							

6. To remove all filters, click **Filter** so that it displays OFF.

Default  ☐ Include Inactive ☐ Include Computed


Prev Page: 1 / 2 Next 38 Records [Export](#)  [Filter: OFF](#) [Toggle Columns](#) [Page Size: 30](#) [Mass Update](#)

School Number	Title	Facility	Min Year	Max Year	Education Organization ID	Gradelevel Range	Grade Range Abbreviation	Abbreviated Name
1111	Employee Self Service							
9103	Adult Education - 9103	0042 : OW...				10-31		
3518	Batman Scholarship - 3518					K-12	Other	BS
0391	Big Owls Academy - 0391	0391 : BIG ...		2023		K-5	Elementary	BOA
3900	Family Empowerment Scholar					PK-12		
C908	Florida Community College - t	C908 : OW...						FCC
0600	Florida Virtual HS - 0600							FLVHS
0500	Florida Virtual MS - 0500	7004 : FL ...						FLVMS
0311	Focus Elementary School - 03	0311 : FO...				K-5	Elementary	FES


Saving the Filtered School Report

After filtering the report, the report can be given a title and saved. Once saved, the report is available in a pull-down on the School Report screen, along with the Default report, and can be re-run as needed. The saved report is also available in the Reports menu under My Reports, and in the [Saved Reports](#) screen, where it can be shared with other users if you have permission to publish reports.

1. After filtering the report, click the **Save** icon.

 Your Toggle Columns and Page Size settings will also save to the report.

Default



☐ Include Inactive

☐ Include Computed

4 Records

Export

Filter: ON

Toggle Columns

Page Size: 25

Mass Update

School Number	Title	Facility	Min Syear	Max Syear	Education Organization ID	Gradelevel Range	Grade Range
0041	Focus High School - 0041	0041 : FO...				9-12	High
0101	Focus West High School - 0101	0101 : OW...				9-12	High
0131	Garcia High School - 0131	0131 : SP...				6-12	Other
5555	Palm Tree High School						

2. In the pop-up window, enter a **Report Name** and click **Save**.

X

Save Report

Report Name:

High Schools

Save

The saved report is now available in the pull-down, along with the Default report.

Default
☒ High Schools

☐ Include Inactive ☐ Include Computed

4 Records [Export](#) [Filter: ON](#) [Toggle Columns](#) [Page Size: 25](#) [Mass Update](#)

School Number	Title	Facility	Min Syear	Max Syear	Education Organization ID	Gradelevel Range	Grade Range Abbreviation	Abreviated Name
0041	Focus High School - 0041	0041 : FO...				9-12	High	FHS
0101	Focus West High School - 01C	0101 : OW...				9-12	High	FWH
0131	Garcia High School - 0131	0131 : SP...				6-12	Other	GHS
5555	Palm Tree High School							

3. If you make additional filter changes to the saved report, click the up arrow icon to update it.

☐ High Schools

☐ Include Inactive ☐ Include Computed

2 Records [Export](#) [Filter: ON](#) [Toggle Columns](#) [Page Size: 25](#) [Mass Update](#)

School Number	Title	Facility	Min Syear	Max Syear	Education Organization ID	Gradelevel Range	Grade Range Abbreviation	Abreviated Name
0041	Focus High School - 0041	0041 : FO...				9-12	High	FHS
0101	Focus West High School - 01C	0101 : OW...				9-12	High	FWH

4. In the pop-up window, modify the **Report Name**, if desired, and click **Save**.

Save Report

Report Name:

[Save](#)

5. To delete a saved report, select the report from the pull-down and click the delete icon.

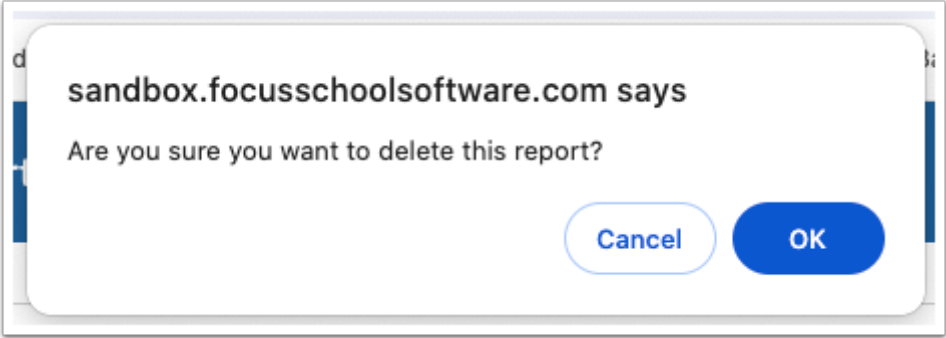
☐ High Schools

☐ Include Inactive ☐ Include Computed

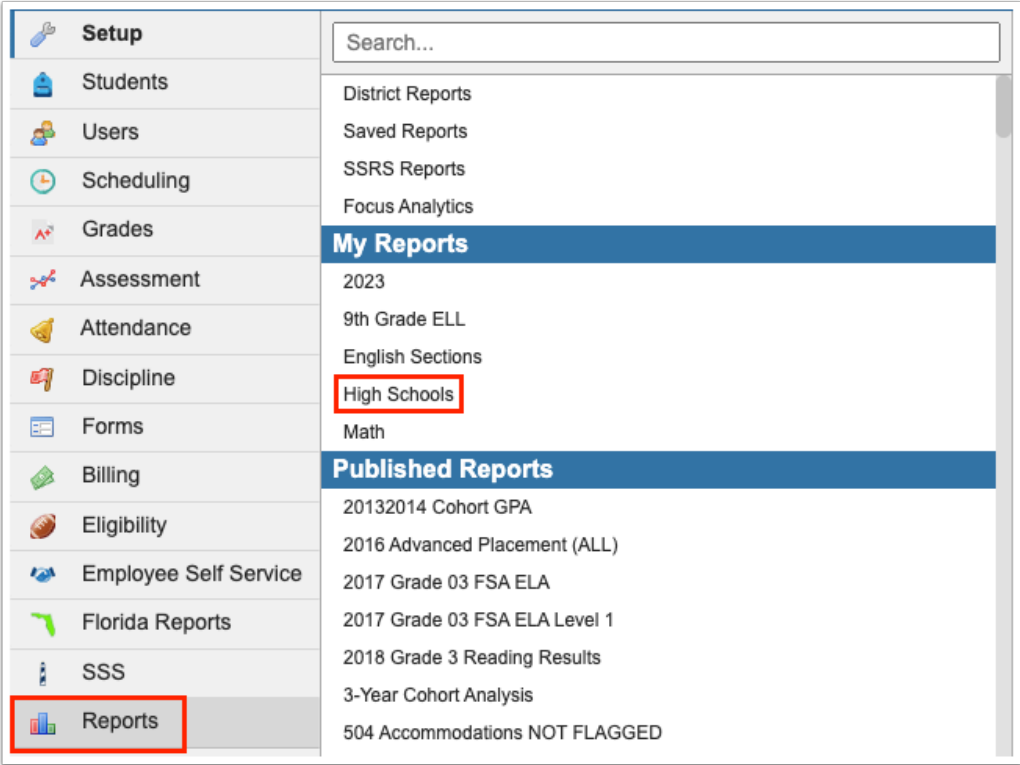
2 Records [Export](#) [Filter: ON](#) [Toggle Columns](#) [Page Size: 25](#) [Mass Update](#)

School Number	Title	Facility	Min Syear	Max Syear	Education Organization ID	Gradelevel Range	Grade Range Abbreviation	Abreviated Name
0041	Focus High School - 0041	0041 : FO...				9-12	High	FHS
0101	Focus West High School - 01C	0101 : OW...				9-12	High	FWH

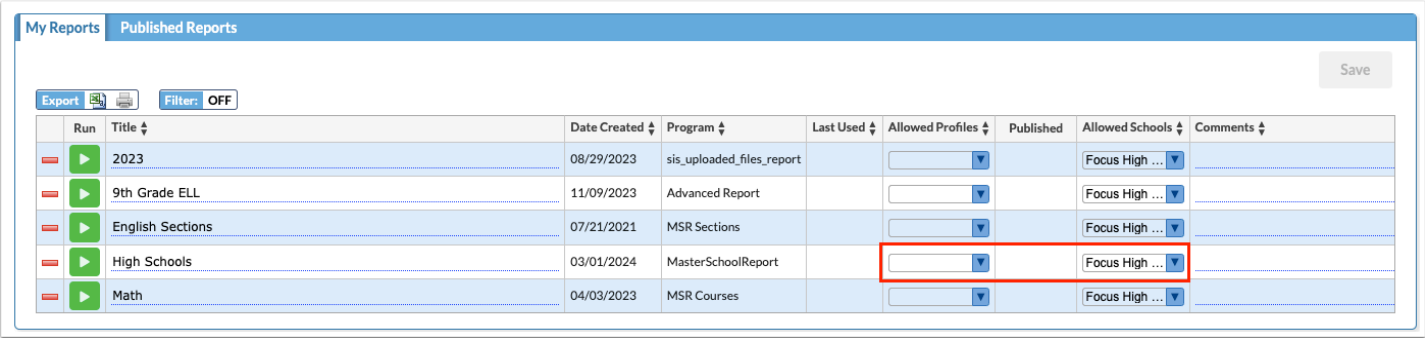
6. In the confirmation message, click **OK**.



Saved reports are available in the My Reports section of the Reports menu, and on the [Saved Reports](#) screen.



From the [Saved Reports](#) screen, reports can be shared with specific schools and profiles if you have permission to publish reports.



Updating a Field for a Single School


On the School Report, update the desired field. Changes are auto-saved.

<div>Default</div> <div><input type="checkbox"/> Include Inactive <input type="checkbox"/> Include Computed</div>								
<div>Prev Page: 1 / 2 Next 38 Records</div> <div>Export Filter: OFF Toggle Columns Page Size: 30 Mass Update</div>								
School Number	Title	Facility	Min Year	Max Year	Education Organization ID	Gradelevel Range	Grade Range Abbreviation	Abbreviated Name
	1111 - Employee Self Service							
9103	Adult Education - 9103	0042 : OW...				10-31		
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C908	Florida Community College - t	C908 : OW...						FCC
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0311	Focus Elementary School - 03	0311 : FO...				K-5	Elementary	FES
0041	Focus High School - 0041	0041 : FO...				9-12	High	FHS
0161	Focus Owl Elementary - 0161	0161 : FLO...				K-5	Elementary	FOES
0101	Focus West High School - 010	0101 : OW...				9-12	High	FWH
0131	Garcia High School - 0131	0131 : SP...				6-12	Other	GHS

Click the **Expand View** icon next to a school to view and edit the school fields in a pop-up window for easier viewing and navigating.

<div>Default</div> <div><input type="checkbox"/> Include Inactive <input type="checkbox"/> Include Computed</div>								
<div>Prev Page: 1 / 2 Next 38 Records</div> <div>Export Filter: OFF Toggle Columns Page Size: 30 Mass Update</div>								
School Number	Title	Facility	Min Year	Max Year	Education Organization ID	Gradelevel Range	Grade Range Abbreviation	Abbreviated Name
	1111 - Employee Self Service							
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C908	Florida Community College - t	C908 : OW...						FCC
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0041	Focus High School - 0041	0041 : FO...				9-12	High	FHS
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0101	Focus West High School - 010	0101 : OW...				9-12	High	FWH
0131	Garcia High School - 0131	0131 : SP...				6-12	Other	GHS

Mass Updating the School Report

 When mass updating the School Report, be sure you have filtered the report to only view the schools that need to be updated. Even though you can only see one page of the report, this feature mass updates all pages.

1. After filtering the report to view the desired schools, click **Mass Update**.

Elementary Schools

☐ Include Inactive ☐ Include Computed

5 Records Export Filter: ON Toggle Columns Page Size: 25 Mass Update

School Number	Title	Facility	Min Syear	Max Syear	Education Organization ID	Gradelevel Range	Grade Range Abbreviation	Abbreviated Name
0391	Big Owls Academy - 0391	0391 : BIG ...		2023		K-5	Elementary	BOA
0311	Focus Elementary School - 03	0311 : FO...				K-5	Elementary	FES
0161	Focus Owl Elementary - 0161	0161 : FLO...				K-5	Elementary	FOES
0251	Grape Elementary - 0251	0251 : SPA...				K-5	Elementary	GES
0381	Owl Studies Charter - 0381	0381 : OC...				K-5	Elementary	OSC

2. In the pop-up window, select the **Column** to update.

3. Enter or select the **Value**.

4. Click **Update**.

X

Mass Update

Column

Zipcode

Value

33701

Update

The updated values are highlighted in yellow on the report.

5. Click **Save**.

<div> <div> <div></div> <div></div> <div>Elementary Schools</div> <div></div> </div> <div> <input type="checkbox"/> Include Inactive <input type="checkbox"/> Include Computed </div> </div>									
<div> <div>5 Records</div> <div>Export</div> <div>Filter: ON</div> <div>Toggle Columns</div> <div>Page Size: 25</div> <div>Mass Update</div> <div>Save</div> </div>									
School Number	Title	State	Technical Center	Center Type	Zipcode	OPEID + Campus Number	Postsecondary School of Enrollment	Day of Week Scheduled, Alt	
0391	Big Owls Academy - 0391	FL	No	school	33701				
0311	Focus Elementary School - 03	FL	No	school	33701				
0161	Focus Owl Elementary - 0161	FL	No	school	33701				
0251	Grape Elementary - 0251	FL	No	school	33701				
0381	Owl Studies Charter - 0381	FL	No	school	33701				

Exporting and Printing the School Report

The School Report can be exported to Excel or printed as needed.

1. To export the report to Excel, click the **Excel** icon next to Export. Follow your browser's prompts to open or save the file.

<div> <div>Default</div> <div></div> <div> <input type="checkbox"/> Include Inactive <input type="checkbox"/> Include Computed </div> </div>									
<div> <div>Prev Page: 1 / 2 Next</div> <div>38 Records</div> <div>Export</div> <div>Filter: OFF</div> <div>Toggle Columns</div> <div>Page Size: 25</div> <div>Mass Update</div> </div>									
School Number	Title	Facility	Min Year	Max Year	Education Organization ID	Gradelevel Range	Grade Range Abbreviation	Abbreviated Name	
	1111 - Employee Self Service								
9103	Adult Education - 9103	0042 : OW...				10-31			
3518	Batman Scholarship - 3518					K-12	Other	BS	
0391	Big Owls Academy - 0391	0391 : BIG ...		2023		K-5	Elementary	BOA	
3900	Family Empowerment Scholar					PK-12			
C908	Florida Community College - t	C908 : OW...						FCC	

2. To print the report, click the **Print** icon next to Export. In the print dialog window, select the options to print the report

<div> <div>Default</div> <div></div> <div> <input type="checkbox"/> Include Inactive <input type="checkbox"/> Include Computed </div> </div>									
<div> <div>Prev Page: 1 / 2 Next</div> <div>38 Records</div> <div>Export</div> <div>Filter: OFF</div> <div>Toggle Columns</div> <div>Page Size: 25</div> <div>Mass Update</div> </div>									
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