

Event Reporting

The Event Reporting screen allows you to generate your own reports for a specific event, for a specific form/step, and for specific fields on a form. You will only be able to view programs, events, steps/forms, and fields you have the profile permissions to view.

Generating a Report for a Specific Event

You can generate reports for the programs and events you have permission to view. The Summary report displays the overall count for each status of an event. The Detailed report displays each student, with the program, event, date initiated, initiated by, date locked, status of the event, campus initiated at, student, school, student ID, grade level, gender, and date of birth.

Event Statuses:

OPEN: the Event was initiated but all forms have not been completed

COMPLETE: all forms/steps in the Event have been completed, saved & validated

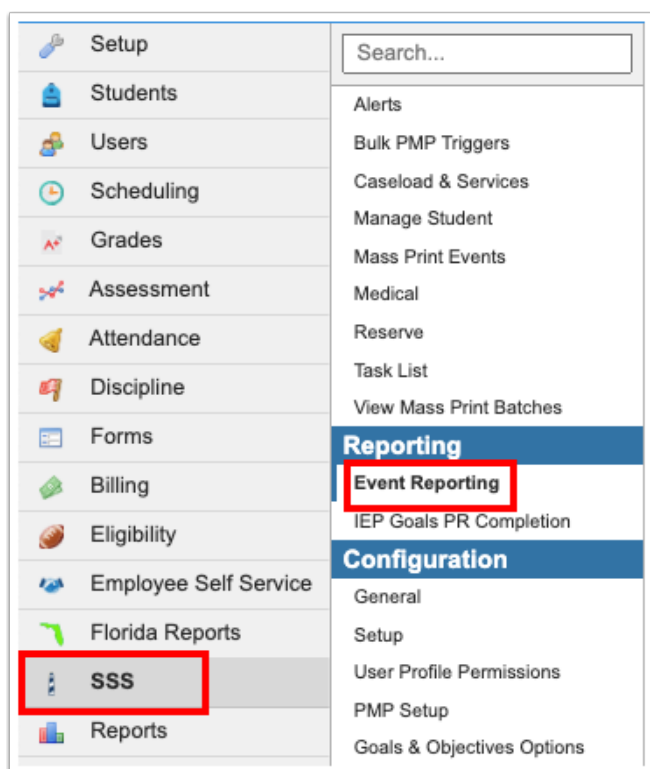
LOCKED: the Event has been locked and is in the Locked Events tab

INACTIVE: the Event has been set to Inactive but may still be Open or Complete

UNLOCKED: the Event was locked and then unlocked

DELETED: the Event has been deleted from SSS

1. In the **SSS** menu, click **Event Reporting**.



At the top of the screen, the Reporting Timeframe defaults to the start and end dates of the current school year. On the left side of the screen are the Programs you have permission to view. There are also columns for Events, Forms & Steps, and Fields, which will generate based on your selections.

Reporting Timeframe from 08/01/2022 to 05/28/2023

Programs	Events	Forms & Steps	Fields
Mental Wellness	Awaiting parent selection...	Awaiting parent selection...	Awaiting parent selection...
Section 504			
MTSS			
ESE			
Student Services			
Threat Assessment			
Rtl			

2. If desired, edit the **Reporting Timeframe**.

Reporting Timeframe
from 08/01/2022
to 05/28/2023

Programs

- Mental Wellness
- Section 504
- MTSS
- ESE
- Student Services
- Threat Assessment
- Rtl

Events

Awaiting parent selection...

Forms & Steps

Awaiting parent selection...

Fields

Awaiting parent selection...

3. Click the **Program**.

Reporting Timeframe
from 08/01/2022
to 05/28/2023

Programs

- Mental Wellness
- Section 504
- MTSS
- ESE
- Student Services
- Threat Assessment
- Rtl

Events

Awaiting parent selection...

Forms & Steps

Awaiting parent selection...

Fields

Awaiting parent selection...

The events you have permission to view are listed for the program.

Reporting Timeframe
from 08/01/2022
to 05/28/2023

Programs

- Mental Wellness
- Section 504
- MTSS
- ESE
- Student Services
- Threat Assessment
- Rtl

Events

- Amended IEP
- Amended IEP 2.0
- Amended IEP w/Goal Bank
- Annual Medicaid Notification
- Communication Plan
- Consent for ACCESS and FSAA
- Consent for ESE Center Placement

Forms & Steps

Awaiting parent selection...

Fields

Awaiting parent selection...

4. Click the **Event**.

Reporting Timeframe from08/01/2022to05/28/2023

Programs

Mental Wellness

Section 504

MTSS

ESE

Student Services

Threat Assessment

Rtl

ELL

Events

Gifted Prior Written Notice

IEP 2.0

IEP Event

IEP Goals Progress Report

IEP Meeting Notice

IEP with Goal Bank

Manifestation Determination

Forms & Steps

Awaiting parent selection...

Fields

Awaiting parent selection...

5. To run the Summary report, click **Reports** and click **Run summary**.

Reporting Timeframe from08/01/2022to05/28/2023

Programs

Mental Wellness

Section 504

MTSS

ESE

Student Services

Threat Assessment

Rtl

ELL

Events

IEP Event

Reports

Run summary

Back to all events

Run detailed

Forms & Steps

Accommodations/Modifications

Accommodations/Modifications

Demographics and Student Desired Outcomes_rev

ESY Eligibility Review

IEP Goals & Objectives

IEP Meeting Participants


LRE Considerations

Fields

Awaiting parent selection...

The report is displayed at the bottom of the screen. The Summary report displays how many Complete, Deleted, Inactive, Locked, Unlocked, and Open statuses there are for the event.

i If you have access to multiple schools, the count includes students from all the schools. If you have access to only one school, the count only includes students from that school.

Export 		Filter: OFF	
Program	Event	Status	Count
ESE	IEP Event	Deleted	4
ESE	IEP Event	Locked	1
ESE	IEP Event	Open	10
ESE	IEP Event	Inactive	0
ESE	IEP Event	Complete	0
ESE	IEP Event	Unlocked	0
			15.00

6. To view the Detailed report, click **Reports** and click **Run detailed**.

Reporting Timeframe from to

Programs

- Mental Wellness
- Section 504
- MTSS
- ESE**
- Student Services
- Threat Assessment
- Rtl

Events

- IEP Event
 - Reports**
 - Run summary
 - Back to all events
 - Run detailed**

Forms & Steps


- Accommodations/Modifications
- Accommodations/Modifications
- Demographics and Student Desired Outcomes_rev
- ESY Eligibility Review
- IEP Goals & Objectives
- IEP Meeting Participants
- LRE Considerations

Fields

Awaiting parent selection...

The Detailed report is displayed per student. Students from the school selected at the top-right of the screen display. The Program, Event, Date Initiated, Initiated By, Date Locked, Status of the event, Campus Initiated At, Student, School, Student ID, Grade Level, Gender, and Date of Birth are listed.

☐ View all schools
 ☐ Include inactive students

Export
 

Filter: OFF

Program	Event	Date Initiated	Initiated By	Date Locked	Status	Campus Initiated At	Student	School	Student ID	Grade Level	Gender	Date of Birth
ESE	IEP Event	2022-09-22 13:45:29-04	Ashley Weiss ()		Open	Lemon School - 0291	Ponyboy Adams	Focus High School - 0041	00086404	09	F	03/01/2011
ESE	IEP Event	2022-08-30 13:05:19-04	Ashley Weiss ()		Open	Focus High School - 0041	Emily Aguilar	Focus High School - 0041	00022481	12	M	12/14/2007
ESE	IEP Event	2022-09-28 09:02:30-04	Ashley Weiss ()		Open	Focus High School - 0041	Harry Acosta	Focus High School - 0041	00058780	10	M	04/07/2004
ESE	IEP Event	2022-09-16 09:08:56-04	Ashley Weiss ()		Deleted	Focus High School - 0041	Abe Agreor	Focus High School - 0041	00060059	12	F	07/11/2005
ESE	IEP Event	2022-11-01 13:17:25-04	Ashley Weiss ()		Open	Focus High School - 0041	Bertha Arteaga	Focus High School - 0041	00060988	10	M	12/31/1969
ESE	IEP Event	2022-11-02 10:19:02-04	Ashley Weiss ()		Deleted	Focus High School - 0041	Vernon Anthony	Focus High School - 0041	00078990	11	M	12/13/2007
ESE	IEP Event	2022-11-04 15:17:40-04	Ashley Weiss ()		Open	Focus High School - 0041	Vernon Anthony	Focus High School - 0041	00078990	11	M	12/13/2007
ESE	IEP Event	2023-01-06 11:02:07-05	Ashley Weiss ()		Open	Focus High School - 0041	Ann Enos	Focus High School - 0041	00061365	12	M	12/31/1969
ESE	IEP Event	2023-01-06 12:02:44-05	Ashley Weiss ()		Open	Focus High School - 0041	Eloise Peterson	Focus High School - 0041	00021409	10	F	12/31/1969
ESE	IEP Event	2023-01-06 12:44:29-05	Ashley Weiss ()		Open	Focus High School - 0041	Darlene Townsend	Focus High School - 0041	00060012	12	M	12/31/1969
ESE	IEP Event	2023-01-20 11:05:39-05	Ashley Weiss ()		Open	Focus High School - 0041	Ben Coleman	Focus High School - 0041	00057587	09	F	12/31/1969

7. If you have permissions to more than one school, click **View all schools** to view students from all the schools you have access to. To view students who are inactive, click **Include inactive students**.

When "Include inactive students" is enabled, the Student Status column is added to the table, and indicates whether the student is active or inactive.

☒ View all schools
 ☒ Include inactive students

Export

Filter: OFF

Program	Event	Date Initiated	Initiated By	Date Locked	Status	Campus Initiated At	Student	School	Student Status	Student ID	Grade Level	Gender	Date of Birth
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8. Click the student link to open the SSS event for that student. Click the student ID link to open the Student Info screen for that student.

☒ View all schools
 ☒ Include inactive students

Export

Filter: OFF

Program	Event	Date Initiated	Initiated By	Date Locked	Status	Campus Initiated At	Student	School	Student Status	Student ID	Grade Level	Gender	Date of Birth
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Both the Summary and Detailed reports can be filtered or exported.

☒ View all schools
 ☒ Include inactive students

Export

Filter: OFF

Program	Event	Date Initiated	Initiated By	Date Locked	Status	Campus Initiated At	Student	School	Student Status	Student ID	Grade Level	Gender	Date of Birth
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ESE	IEP Event	2023-01-20 11:05:39-05	Ashley Weiss		Open	Focus High School - 0041	Ben Coleman	Focus High School - 0041	Active	00057587	09	F	12/31/1969

9. To toggle between the two types of reports, at the top of the screen, click **Reports** and then **Run summary** or **Run detailed**.

Reporting Timeframe from 08/01/2022 to 05/28/2023

Programs	Events	Forms & Steps	Fields
<ul style="list-style-type: none"> Mental Wellness Section 504 MTSS ESE Student Services Threat Assessment Rtl 	<ul style="list-style-type: none"> IEP Event <ul style="list-style-type: none"> Reports Run summary Run detailed Back to all events 	<ul style="list-style-type: none"> Accommodations/Modifications Accommodations/Modifications Demographics and Student Desired Outcomes_rev ESY Eligibility Review IEP Goals & Objectives IEP Meeting Participants LRE Considerations 	<div>Awaiting parent selection...</div>


10. To return back to the list of events, click **Back to all events**.

Reporting Timeframe from 08/01/2022 to 05/28/2023

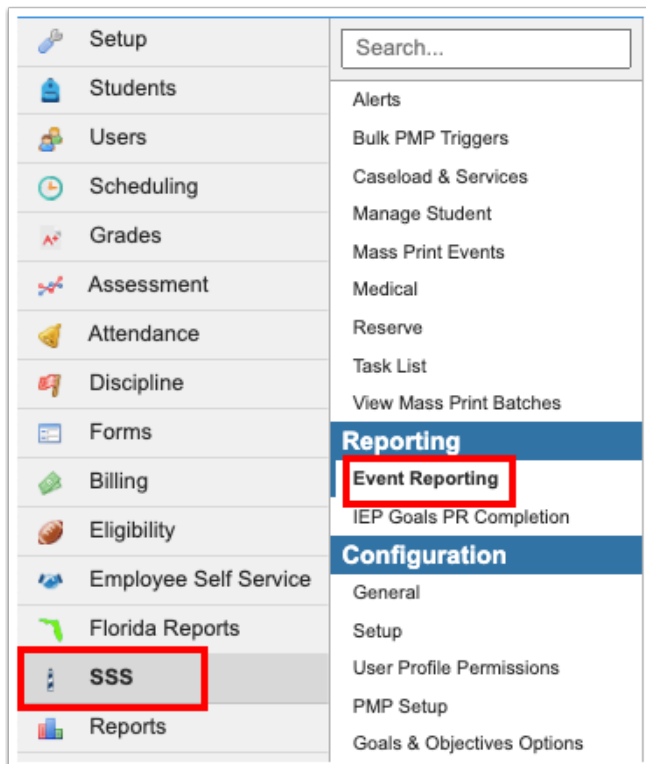
Programs	Events	Forms & Steps	Fields
<ul style="list-style-type: none"> Mental Wellness Section 504 MTSS ESE Student Services Threat Assessment Rtl 	<ul style="list-style-type: none"> IEP Event <ul style="list-style-type: none"> Reports Back to all events 	<ul style="list-style-type: none"> Accommodations/Modifications Accommodations/Modifications Demographics and Student Desired Outcomes_rev ESY Eligibility Review IEP Goals & Objectives IEP Meeting Participants LRE Considerations 	<div>Awaiting parent selection...</div>

Generating a Report for a Specific Form or Step

You can generate a report for a specific form or step within an event. Some districts may have set profile permissions to view certain forms. The Summary report displays an overall count for each status of the form. The Detailed report displays each student, with the program, event, date initiated, initiated by, event status, form, form status, campus initiated at, student, school, student ID, grade level, gender, and birth date. Some forms have varying columns. Only one form at a time can be included on a report.

-  Forms will display with one of three **Form Statuses**:
- PENDING:** the form/step has not been started (no data has been entered on the form)
 - DRAFT:** the form/step has been started and saved as a draft
 - VALIDATED:** the form/step has been completed and successfully saved & validated

1. In the **SSS** menu, click **Event Reporting**.



2. If desired, edit the **Reporting Timeframe**.

Reporting Timeframe
from
08/01/2022
to
05/28/2023

Programs

- Mental Wellness
- Section 504
- MTSS
- ESE
- Student Services
- Threat Assessment
- Rtl

Events

Awaiting parent selection...

Forms & Steps

Awaiting parent selection...

Fields

Awaiting parent selection...

3. Click the **Program**.

Reporting Timeframe
from
08/01/2022
to
05/28/2023

Programs

- Mental Wellness
- Section 504
- MTSS
- ESE
- Student Services
- Threat Assessment
- Rtl

Events

Awaiting parent selection...

Forms & Steps

Awaiting parent selection...

Fields

Awaiting parent selection...

4. Click the **Event**.

The Forms & Steps list will populate based on the event you selected.

Reporting Timeframe from 08/01/2022 to 05/28/2023

Programs	Events	Forms & Steps	Fields
Mental Wellness	504 Accommodation Plan	Awaiting parent selection...	Awaiting parent selection...
Section 504	504 Annual Review		
MTSS	504 Initial Eval and Periodic Re-Eval Eligibility		
ESE	504 Manifestation Determination		
Student Services	504 Meeting Notice		
Threat Assessment	504 Notice and Consent for Evaluation		
Rtl	504 Referral		

5. Click the **Form/Step**. Only one form/step can be included in a report.

⚠ Supplemental steps are not available for selection.

⚠ Currently, the **IEP Goals Progress Report** will not generate a report at the Forms & Steps level as it is generated by code and is not considered a form.

Reporting Timeframe from 08/01/2022 to 05/28/2023

Programs	Events	Forms & Steps	Fields
Mental Wellness	504 Accommodation Plan	504 Committee Participants	Awaiting parent selection...
Section 504	Reports	Meeting Minutes	
MTSS	Back to all events	Section 504 Additional General Accommodations	
ESE		Section 504 Student Accommodation Plan	
Student Services			
Threat Assessment			
Rtl			

6. To run the Summary report, click **Reports** and click **Run Summary**.

Reporting Timeframe from 08/01/2022 to 05/28/2023

Programs

- Mental Wellness
- Section 504
- MTSS
- ESE
- Student Services
- Threat Assessment
- Rtl

Events

- 504 Accommodation Plan
 - Reports
 - Back to all events

Forms & Steps

- 504 Committee Participants
 - Reports
 - Run summary
 - Back to all forms
 - Run detailed

Fields

No fields available...

The report is displayed at the bottom of the screen. The Summary report displays how many Pending, Validated, and Draft statuses there are for the form.

i If you have access to multiple schools, the count includes students from all the schools. If you have access to only one school, the count only includes students from that school.

Export
Filter: OFF

Program	Event	Form	Status	Count
Section 504	504 Accommodation Plan	504 Committee Participants	Pending	2
Section 504	504 Accommodation Plan	504 Committee Participants	Validated	1
Section 504	504 Accommodation Plan	504 Committee Participants	Draft	0
				3.00

7. To view the Detailed report, click **Reports** and click **Run detailed**.

Reporting Timeframe from 08/01/2022 to 05/28/2023

Programs

- Mental Wellness
- Section 504
- MTSS
- ESE
- Student Services
- Threat Assessment
- Rtl

Events

- 504 Accommodation Plan
 - Reports
 - Back to all events

Forms & Steps

- 504 Committee Participants
 - Reports
 - Run summary
 - Back to all forms
 - Run detailed

Fields

No fields available...

The Detailed report is displayed per student. Students from the school selected at the top-right of the screen display. The Program, Event, Date Initiated, Initiated By, Event Status, Form, Form Status, Campus Initiated At, Student, School, Student ID, Grade Level, Gender, and Date of Birth are listed.

i Running the detailed report for forms such as the Academic PMP, Behavior PMP, Meeting Minutes, Goals & Objectives, or Schedule of Services will display different columns relevant to those forms/steps on the report.

☐ View all schools ☐ Include inactive students

Export Filter: OFF

Program	Event	Date Initiated	Initiated By	Event Status	Form	Form Status	Campus Initiated At	Student	School	Student ID	Grade Level	Gender	Date of Birth
Section 504	504 Accommodation Plan	2022-08-18 11:21:07-04	Ashley Weiss ()	Open	504 Committee Participants	Pending	Focus High School - 0041	Harry Acosta	Focus High School - 0041	00058780	10	M	04/07/2004
Section 504	504 Accommodation Plan	2022-11-16 11:12:50-05	Ashley Weiss ()	Complete	504 Committee Participants	Validated	Focus High School - 0041	Vernon Anthony	Focus High School - 0041	00078990	11	M	12/13/2007
Section 504	504 Accommodation Plan	2023-01-19 10:27:13-05	Ashley Weiss ()	Open	504 Committee Participants	Pending	Focus High School - 0041	Bianca Escamilla	Focus High School - 0041	00059321	10	F	12/31/1969

8. If you have permissions to more than one school, click **View all schools** to view students from all the schools you have access to. To view students who are inactive, click **Include inactive students**.

When "Include inactive students" is enabled, the Student Status column is added to the table, and indicates whether the student is active or inactive.

☐ View all schools ☒ Include inactive students

Export Filter: OFF

Program	Event	Date Initiated	Initiated By	Event Status	Form	Form Status	Campus Initiated At	Student	School	Student Status	Student ID	Grade Level	Gender	Date of Birth
Section 504	504 Accommodation Plan	2022-08-18 11:21:07-04	Ashley Weiss ()	Open	504 Committee Participants	Pending	Focus High School - 0041	Harry Acosta	Focus High School - 0041	Active	00058780	10	M	04/07/2004
Section 504	504 Accommodation Plan	2022-11-16 11:12:50-05	Ashley Weiss ()	Complete	504 Committee Participants	Validated	Focus High School - 0041	Vernon Anthony	Focus High School - 0041	Active	00078990	11	M	12/13/2007
Section 504	504 Accommodation Plan	2023-01-19 10:27:13-05	Ashley Weiss ()	Open	504 Committee Participants	Pending	Focus High School - 0041	Bianca Escamilla	Focus High School - 0041	Active	00059321	10	F	12/31/1969

9. Click the student link to open the SSS event for that student. Click the student ID link to open the Student Info screen for that student.

☐ View all schools ☒ Include inactive students

Export Filter: OFF

Program	Event	Date Initiated	Initiated By	Event Status	Form	Form Status	Campus Initiated At	Student	School	Student Status	Student ID	Grade Level	Gender	Date of Birth
Section 504	504 Accommodation Plan	2022-08-18 11:21:07-04	Ashley Weiss ()	Open	504 Committee Participants	Pending	Focus High School - 0041	Harry Acosta	Focus High School - 0041	Active	00058780	10	M	04/07/2004
Section 504	504 Accommodation Plan	2022-11-16 11:12:50-05	Ashley Weiss ()	Complete	504 Committee Participants	Validated	Focus High School - 0041	Vernon Anthony	Focus High School - 0041	Active	00078990	11	M	12/13/2007
Section 504	504 Accommodation Plan	2023-01-19 10:27:13-05	Ashley Weiss ()	Open	504 Committee Participants	Pending	Focus High School - 0041	Bianca Escamilla	Focus High School - 0041	Active	00059321	10	F	12/31/1969

i Both the Summary and Detailed reports can be filtered or exported.

View all schools

Include inactive students

Export

Filters: OFF

Program	Event	Date Initiated	Initiated By	Event Status	Form	Form Status	Campus Initiated At	Student	School	Student Status	Student ID	Grade Level	Gender	Date of Birth
Section 504	504 Accommodation Plan	2022-08-18 11:21:07-04	Ashley Weiss	Open	504 Committee Participants	Pending	Focus High School - 0041	Harry Acosta	Focus High School - 0041	Active	0058780	10	M	04/07/2004
Section 504	504 Accommodation Plan	2022-11-16 11:12:50-05	Ashley Weiss	Complete	504 Committee Participants	Validated	Focus High School - 0041	Vernon Anthony	Focus High School - 0041	Active	0078990	11	M	12/13/2007
Section 504	504 Accommodation Plan	2023-01-19 10:27:13-05	Ashley Weiss	Open	504 Committee Participants	Pending	Focus High School - 0041	Blanca Escamilla	Focus High School - 0041	Active	0059321	10	F	12/31/1969

10. To toggle between the two types of reports, at the top of the screen, click **Reports** and then **Run summary** or **Run detailed**.

Reporting Timeframe from 08/01/2022 to 05/28/2023

Programs

- Mental Wellness
- Section 504
- MTSS
- ESE
- Student Services
- Threat Assessment
- Rtl

Events

- 504 Accommodation Plan
 - Reports
 - Back to all events

Forms & Steps

- 504 Committee Participants
 - Reports
 - Run summary
 - Run detailed
 - Back to all forms

Fields

No fields available...

11. To return back to the list of forms, click **Back to all forms**.

If the event only has one form/step, the box just collapses to show that single form.

Reporting Timeframe from 08/01/2022 to 05/28/2023

Programs

- Mental Wellness
- Section 504
- MTSS
- ESE
- Student Services
- Threat Assessment
- Rtl

Events

- 504 Accommodation Plan
 - Reports
 - Back to all events

Forms & Steps

- 504 Committee Participants
 - Reports
 - Back to all forms

Fields

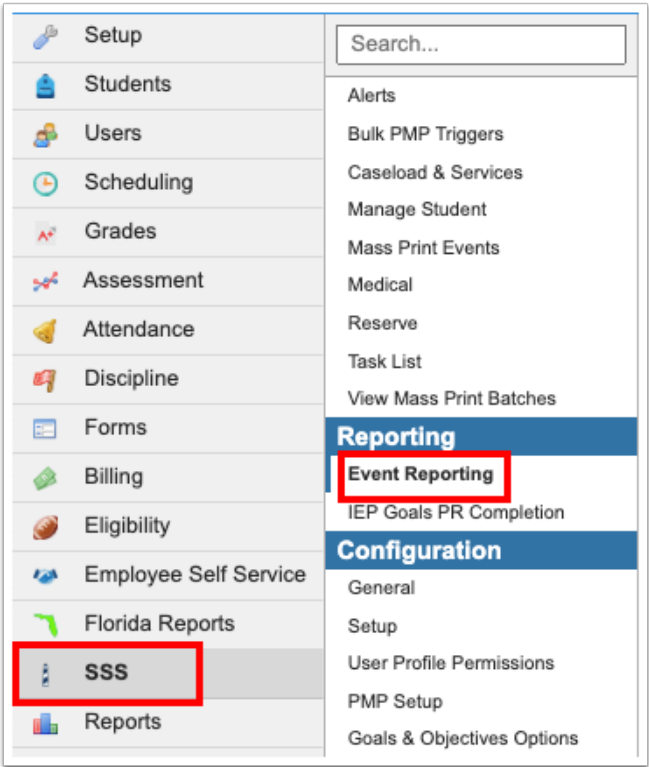
No fields available...

Generating a Report at the Field Level for a Form

You can generate a report to view the data entered on specific fields on the form. Some districts may have set profile permissions to view certain fields on a given form. The Summary report displays a count for the number of forms with the selected value. The Detailed report is per student and displays the program, event, date initiated, initiated by, form, status, campus initiated at, student, school, student ID, grade level, gender, birth date, and the value of the field.

i At this time, some forms may have very generic field names which may not assist you with identifying the specific data collected on the field, especially if you are unfamiliar with the form.

1. In the **SSS** menu, click **Event Reporting**.



2. If desired, edit the **Report Timeframe**.

Reporting Timeframe from 08/01/2022 to 05/28/2023

Programs	Events	Forms & Steps	Fields
Mental Wellness	Awaiting parent selection...	Awaiting parent selection...	Awaiting parent selection...
Section 504			
MTSS			
ESE			
Student Services			
Threat Assessment			
RtI			

3. Click the **Program**.

4. Click the **Event**.

5. Click the **Form/Step**.



Supplemental steps are not available for selection.

Reporting Timeframe from 08/01/2022 to 05/28/2023

Programs	Events	Forms & Steps	Fields
Mental Wellness	IEP Meeting Notice	IEP Meeting Notice	Select field(s)
Section 504	Reports	Reports	Reports
MTSS	Back to all events	Back to all forms	
ESE			
Student Services			
Threat Assessment			
RtI			

6. In the **Select field(s)** pull-down, select one or multiple fields.

Reporting Timeframe from 08/01/2022 to 05/28/2023

Programs

- Mental Wellness
- Section 504
- MTSS
- ESE**
- Student Services
- Threat Assessment
- RtI
- ELL

Events


- IEP Meeting Notice
- Reports ▶
- Back to all events ◀

Forms & Steps

- IEP Meeting Notice
- Reports ▶
- Back to all forms ◀

Fields

- Select field(s) ▼
- Reports ▶

 To remove a selected field, click the **X** next to the field.

Reporting Timeframe from 08/01/2022 to 05/28/2023

Programs

- Mental Wellness
- Section 504
- MTSS
- ESE**
- Student Services
- Threat Assessment
- RtI
- ELL

Events

- IEP Meeting Notice
- Reports ▶
- Back to all events ◀

Forms & Steps

- IEP Meeting Notice
- Reports ▶
- Back to all forms ◀

Fields

- meetingdate ✕ ▼
- meetinglocation ✕
- meetingpurpose1 ✕
- Reports ▶

7. To view the Summary report, click **Reports** and **Run summary**.

Reporting Timeframe from 08/01/2022 to 05/28/2023

Programs

- Mental Wellness
- Section 504
- MTSS
- ESE**
- Student Services
- Threat Assessment
- Rtl

Events

- IEP Meeting Notice
 - Reports
 - Back to all events

Forms & Steps

- IEP Meeting Notice
 - Reports
 - Back to all forms

Fields

- meetingdate ✕
- meetinglocation ✕
- Reports**
- Run summary**
- Run detailed

The report is displayed at the bottom of the screen. The Summary report displays a count for the number of forms with the selected value.

i If you have access to multiple schools, the count includes students from all the schools. If you have access to only one school, the count only includes students from that school.

Export
Filter: OFF

Program	Event	Form	Field	Value	Count
ESE	IEP Meeting Notice	IEP Meeting Notice	meetingdate	08/31/2022	1
ESE	IEP Meeting Notice	IEP Meeting Notice	meetinglocation	FHS	2
ESE	IEP Meeting Notice	IEP Meeting Notice	meetingdate	08/19/2022	1
ESE	IEP Meeting Notice	IEP Meeting Notice	meetinglocation	FHS	2
ESE	IEP Meeting Notice	IEP Meeting Notice	meetingdate	08/26/2022	1
ESE	IEP Meeting Notice	IEP Meeting Notice	meetingdate	11/09/2022	1

8. To view the Detailed report, click **Reports** and click **Run detailed**.

Reporting Timeframe from to

Programs

- Mental Wellness
- Section 504
- MTSS
- ESE**
- Student Services
- Threat Assessment
- Rtl

Events

- IEP Meeting Notice
- Reports
- Back to all events

Forms & Steps

- IEP Meeting Notice
- Reports
- Back to all forms

Fields

- meetingdate ✕
- meetinglocation ✕
- Reports**
- Run summary
- Run detailed

The Detailed report is displayed per student. Students from the school selected at the top-right of the screen display. The Detailed report displays the Program, Event, Date Initiated, Initiated By, Form, Status, Campus Initiated At, Student, School, Student ID, Grade Level, Gender, Date of Birth, and a column for each field that was included on the report. The field value is displayed within the column.

☐ View all schools
 ☐ Include inactive students

Export
 Filter: OFF

Program	Event	Date Initiated	Initiated By	Form	Status	Campus Initiated At	Student	School	Student ID	Grade Level	Gender	Date of Birth	meetingdate	meetinglocation
ESE	IEP Meeting Notice	2022-08-12 13:18:27-04	Ashley Weiss	IEP Meeting Notice	Locked	Focus High School - 0041	Harry Acosta	Focus High School - 0041	00058780	10	M	04/07/2004	08/19/2022	FHS
ESE	IEP Meeting Notice	2022-08-19 08:59:00-04	Ashley Weiss	IEP Meeting Notice	Locked	Focus High School - 0041	Kenna Abregan	Focus High School - 0041	00061843	10	F	12/31/1969	08/26/2022	FHS
ESE	IEP Meeting Notice	2022-08-30 13:03:16-04	Ashley Weiss	IEP Meeting Notice	Locked	Focus High School - 0041	Emily Aguilar	Focus High School - 0041	00022481	12	M	12/14/2007	08/31/2022	FHS
ESE	IEP Meeting Notice	2022-11-02 10:17:12-04	Ashley Weiss	IEP Meeting Notice	Locked	Focus High School - 0041	Vernon Anthony	Focus High School - 0041	00078990	11	M	12/13/2007	11/09/2022	FHS

9. If you have permissions to more than one school, click **View all schools** to view students from all the schools you have access to. To view students who are inactive, click **Include inactive students**.

When "Include inactive students" is enabled, the Student Status column is added to the table, and indicates whether the student is active or inactive.

☒ View all schools
 ☒ Include inactive students

Export
 Filter: OFF

Program	Event	Date Initiated	Initiated By	Form	Status	Campus Initiated At	Student	School	Student Status	Student ID	Grade Level	Gender	Date of Birth	meetingdate	meetinglocation
ESE	IEP Meeting Notice	2022-08-12 13:18:27-04	Ashley Weiss	IEP Meeting Notice	Locked	Focus High School - 0041	Harry Acosta	Focus High School - 0041	Active	00058780	10	M	04/07/2004	08/19/2022	FHS
ESE	IEP Meeting Notice	2022-08-19 08:59:00-04	Ashley Weiss	IEP Meeting Notice	Locked	Focus High School - 0041	Kenna Abregan	Focus High School - 0041	Active	00061843	10	F	12/31/1969	08/26/2022	FHS
ESE	IEP Meeting Notice	2022-08-30 13:03:16-04	Ashley Weiss	IEP Meeting Notice	Locked	Focus High School - 0041	Emily Aguilar	Focus High School - 0041	Active	00022481	12	M	12/14/2007	08/31/2022	FHS
ESE	IEP Meeting Notice	2022-11-02 10:17:12-04	Ashley Weiss	IEP Meeting Notice	Locked	Focus High School - 0041	Vernon Anthony	Focus High School - 0041	Active	00078990	11	M	12/13/2007	11/09/2022	FHS

10. Click the student link to open the SSS event for that student. Click the student ID link to open the Student Info screen for that student.

☒ View all schools
 ☒ Include inactive students

Export

Filter: OFF

Program	Event	Date Initiated	Initiated By	Form	Status	Campus Initiated At	Student	School	Student Status	Student ID	Grade Level	Gender	Date of Birth	meetingdate	meetinglocation
ESE	IEP Meeting Notice	2022-08-12 13:18:27-04	Ashley Weiss	IEP Meeting Notice	Locked	Focus High School - 0041	Harry Acosta	Focus High School - 0041	Active	00058780	10	M	04/07/2004	08/19/2022	FHS
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ESE	IEP Meeting Notice	2022-08-30 13:03:16-04	Ashley Weiss	IEP Meeting Notice	Locked	Focus High School - 0041	Emily Aguilar	Focus High School - 0041	Active	00022481	12	M	12/14/2007	08/31/2022	FHS
ESE	IEP Meeting Notice	2022-11-02 10:17:12-04	Ashley Weiss	IEP Meeting Notice	Locked	Focus High School - 0041	Vernon Anthony	Focus High School - 0041	Active	00078990	11	M	12/13/2007	11/09/2022	FHS

 Both the Summary and Detailed reports can be filtered or exported.

☒ View all schools
 ☒ Include inactive students

Export

Filter: OFF

Program	Event	Date Initiated	Initiated By	Form	Status	Campus Initiated At	Student	School	Student Status	Student ID	Grade Level	Gender	Date of Birth	meetingdate	meetinglocation
ESE	IEP Meeting Notice	2022-08-12 13:18:27-04	Ashley Weiss	IEP Meeting Notice	Locked	Focus High School - 0041	Harry Acosta	Focus High School - 0041	Active	00058780	10	M	04/07/2004	08/19/2022	FHS
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ESE	IEP Meeting Notice	2022-08-30 13:03:16-04	Ashley Weiss	IEP Meeting Notice	Locked	Focus High School - 0041	Emily Aguilar	Focus High School - 0041	Active	00022481	12	M	12/14/2007	08/31/2022	FHS
ESE	IEP Meeting Notice	2022-11-02 10:17:12-04	Ashley Weiss	IEP Meeting Notice	Locked	Focus High School - 0041	Vernon Anthony	Focus High School - 0041	Active	00078990	11	M	12/13/2007	11/09/2022	FHS

11. To toggle between the two types of reports, at the top of the screen, click **Reports** and then **Run summary** or **Run detailed**.

Reporting Timeframe from to

Programs

- Mental Wellness
- Section 504
- MTSS
- ESE**
- Student Services
- Threat Assessment
- Rtl

Events

- IEP Meeting Notice
- Reports
- Back to all events

Forms & Steps

- IEP Meeting Notice
- Reports
- Back to all forms

Fields

- meetingdate
- meetinglocation
- Reports**
- Run summary
- Run detailed

Additional Info for Field Selections

- Multiple fields can be selected to be included in a report. Each additional field value will add a column to the report.
- Field names in the pull-down display in alphabetical order.
- Field names beginning with the same title that include a numeric digit at the end will display numerically based on the first digit, e.g. a field with **xx_10** will display BEFORE a field with **xx_2**.

intervention_1

intervention_10