STUDENT REPORTS

Services Detail Report

To generate a Services Detail report:

(1) Click **REPORTS** on main menu. From the drop-down menu that appears, click **STUDENT**.



(2) The **Reports** screen opens and displays the report choices in the **STUDENT REPORTS** section at the top. Click the **SERVICES DETAIL** report button:

Compass	PROVIDERS STAFF REPORTS	SYSTEM	SHERYL 🔻
STUDENT REPORTS			
STUDENT LIST EVENT TRA	CKING STUDENT SUMMARY SE		
LEP II RACE & ETH	NICITY		
COMMON FILTERS			
SCHOOL YEAR @	REGION DISTRICT	school	
CURRENT GRADE LEVEL	STUDENT GROUP	Q	reset
REPORT PARAMETERS			
REPORT BY * 🙆			
FILTERS SERVICE TYPE	SERVICE NAME	SERVICE DATE: FROM SERVICE DATE: TO	
All	•		reset
			REPORT
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(3) Click the question mark icon located at the top right of the **SERVICES DETAIL** button to view additional information about the report:

🛞 Compass		Ť PARENTS	PROVIDERS	STAFF	REPORTS	SYSTEM		SHERYL 🔻
STUDENT RE	PORTS						Detailed reports of services provided to students. Report formats include services listed by Total Hours, Service Types, Student, and No Participation.	
STUDENT LI	ST	EVENT TRACKIN	G STU	JDENT SUMMARY	SER	RVICES DETAIL	SUMMARY IEP	
ılı LEP	0 1	RACE & ETHNICIT	ry P	STUDENT	0			

(4) Select report filters from the **COMMON FILTERS** section accordingly. This section includes common filter options for students:

SCHOOL YEAR:	Select students' school year(s) from dropdown list (defaults to "current school year and active students"; other listed school years include the "inactive" students).					
	<i>Note:</i> Cli inf	ck the tip icon 🥝 above the school year field to view additional ormation.				
REGION:	Select students' school region from dropdown list (defaults to "All").					
DISTRICT:	Select students' school district from dropdown list (defaults to "All").					
SCHOOL:	Select stu	idents' school(s) from dropdown list (defaults to including all schools).				
CURRENT GRADE	LEVEL:	Select students' current grade level(s); defaults to include all grade levels.				
STUDENT GROUP:		Enter or select the student group. This is an <i>autocomplete</i> field - as you begin typing, a dropdown list appears with similar names that you can choose from.				

(5) Select report parameters from the **REPORT PARAMETERS** section accordingly. This section provides additional sorting, grouping and filtering options (of the data set generated by the selections made above in the Common Filters section):

REPORT BY*:	Select additional grouping/filtering criteria for report from dropdown list (required field).				
	<i>Note:</i> Click the tip icon above the "Report By" field to view additional information.				
SERVICE TYPE:	Select service type from dropdown list (defaults to "All").				
SERVICE NAME:	Enter or select the service name. This is an <i>autocomplete</i> field - as you begin typing, a dropdown list appears with similar names that you can choose from (defaults to include all service names).				
SERVICE DATE: FROM	Enter starting service date (mm/dd/yyyy) or select from dropdown calendar.				
SERVICE DATE: TO:	Enter ending service date (mm/dd/yyyy) or select from dropdown calendar.				

(6) Review and re-check your selections.

Click the Report button **REPORT** at bottom right of screen to generate the report.