

STUDENT REPORTS

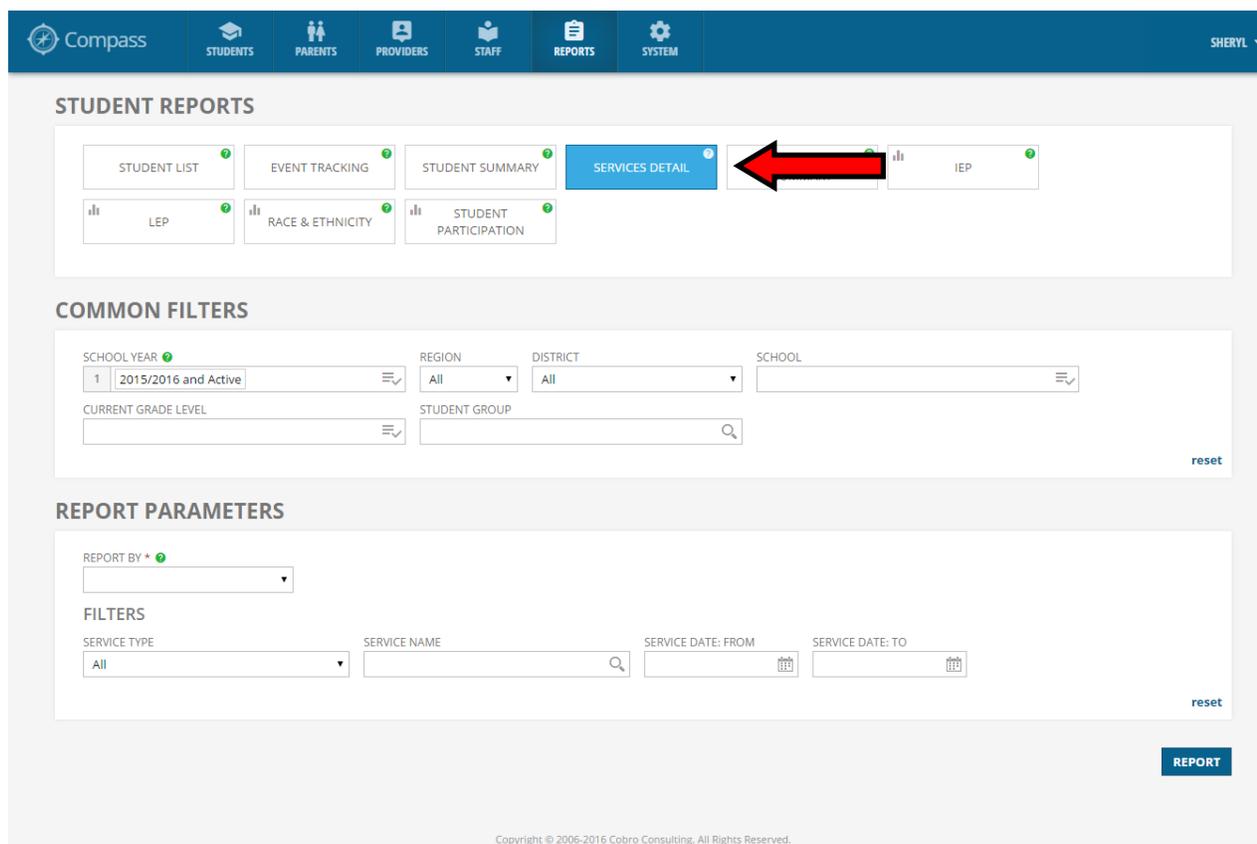
Services Detail Report

To generate a Services Detail report:

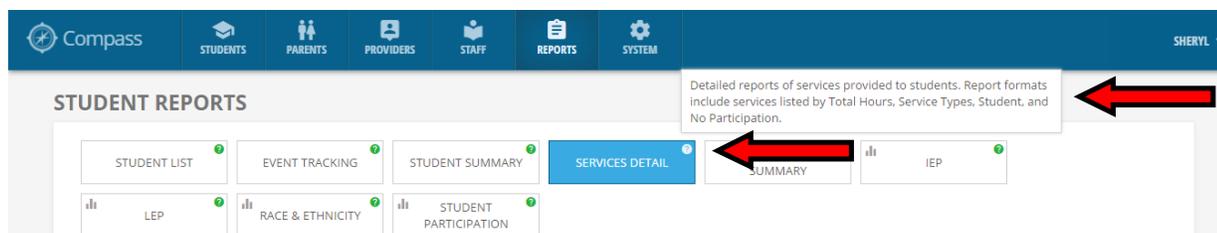
- (1) Click **REPORTS** on main menu. From the drop-down menu that appears, click **STUDENT**.



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



- (3) Click the question mark icon located at the top right of the **SERVICES DETAIL** button to view additional information about the report:



(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).

Note: Click the tip icon  above the school year field to view additional information.

REGION: Select students' school region from dropdown list (defaults to "All").

DISTRICT: Select students' school district from dropdown list (defaults to "All").

SCHOOL: Select students' 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 *autocomplete* 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*).

Note: 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 *autocomplete* 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  at bottom right of screen to generate the report.