

Reports

You can run reports based on the information from opened and completed IEP tasks on the Reports screen:

- **IEP Due Date** – Lists the students whose IEP is due for its annual review within the specified date range.
- **Accommodations** – Lists the accommodations for students on the closed IEP tasks within the specified date range.
- **Unfinalized IEP Cover Page** – Lists the students for whom an open IEP task exists within a specified date range.
- **Finalized Forms** – Lists the students for whom a closed IEP task exists within the specified date range.

Additionally, by clicking the Class Print link on the Reports screen you can print the Progress Reports for the students in a class who have an IEP or WEP.

Run Reports

All four Special Services use the same parameters for selecting the information you want to appear on the report:

- Building
- Grade Level
- Student
- Start and End Date Range

Only the Building and the Start and End Date Range fields are required to run the report. You can further restrict the number of records returned on the report by selecting a value in the Grade Level list and/or specifying a student using the Search by Last Name field and Student list.



Note: The Start and End Date fields do not refer to the same date on the IEP form for every report. Refer to the section about the specific report to determine what date the system is using to select the applicable records for the report based on the dates entered in the Start and End Date fields.

The reports are displayed in a grid from which you can copy and paste the information into an Excel spreadsheet.

1. On the Web site banner, click **Report**.

The Report screen displays with the parameters for running the Special Services reports.

2. On the Reports screen, select the **report** you want to generate in the Report Type list.
3. Select the appropriate **building** in the Building list.
4. To run the report for a specific grade level, select the appropriate **grade** in the Grade Level list.
5. To run the report for a specific student:

- a. Enter all or part of the student's last name in the Search by Last Name field, and then click **Go**.

The list in the Student list populates with the names of students whose last name matches the criteria entered in the Search by Last Name field.

- b. Select the appropriate **student** in the Student list, if needed.

6. Enter the **date range** for which you want to run the report in the Start Date and End Date fields.

7. Click **Run Report**.

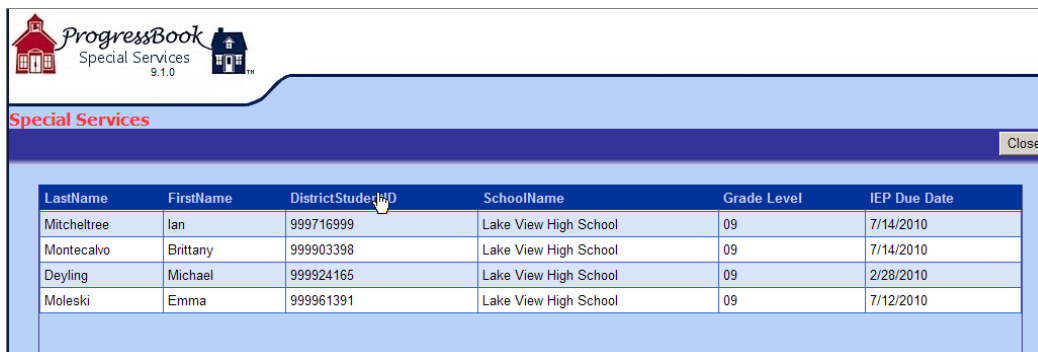
A grid containing the results of the selected report displays in new browser window. For more specific information about a particular report, refer to the appropriate section.

LastName	FirstName	DistrictStudentID	SchoolName	Grade Level	IEP Due Date
Deyling	Michael	999924165	Lake View High School	09	2/28/2010
Mitcheltree	Ian	999716999	Lake View High School	09	7/14/2010
Moleski	Emma	999961391	Lake View High School	09	7/12/2010
Montecalvo	Brittany	999903398	Lake View High School	09	7/14/2010

8. To sort the report, click the **heading** of the column by which you want to sort the rows:

- *once* to sort the rows in ascending order.
- *twice* to sort the rows in descending order.

The image below shows the results of an IEP Due Date report resorted in ascending order by the value in District Student ID column.



The screenshot shows the ProgressBook Special Services 9.1.0 interface. At the top left, there is a logo for ProgressBook Special Services 9.1.0. Below the logo, the text "Special Services" is displayed in red. A "Close" button is located in the top right corner of the interface. The main content area contains a table with the following data:

Last Name	First Name	District Student ID	School Name	Grade Level	IEP Due Date
Mitcheltree	Ian	999716999	Lake View High School	09	7/14/2010
Montecalvo	Brittany	999903398	Lake View High School	09	7/14/2010
Deyling	Michael	999924165	Lake View High School	09	2/28/2010
Moleski	Emma	999961391	Lake View High School	09	7/12/2010

IEP Due Date Report

The IEP Due Date Report lists the students whose closed IEP task is due for annual review within the specified date range. The system determines the due date of the IEP by adding one year minus one day to the date entered in the Meeting Date field on the IEP Cover Page. If the calculated IEP due date falls within the date range entered in the Start Date and End Date fields on the Reports screen, the student displays on the report.

The IEP Due Date Report displays the following information for each student:

- First and last name
- District Student ID
- Name of the school
- Grade level
- IEP Due Date

Accommodations Report

The Accommodations Report displays the statewide testing accommodations listed on the IEP 12 Statewide and District Testing form of the closed IEP tasks that fall within the specified date range. A separate row displays for each accommodation; therefore, multiple rows may display for a single student.

The Accommodations Report displays the following information for each accommodation:

- Student's first and last name
- Student's District Student ID
- Name of the school
- Grade level for statewide test
- Area of assessment
- Type of test to be administered
- Accommodations for the assessment

Unfinalized IEP Cover Page Report

The Unfinalized IEP Cover Page Report displays the students for which an IEP Cover Page has been created but the IEP task has not been closed. The system generates the report based on the date the IEP Cover page was created.

The Unfinalized IEP Cover Page Report displays the following information for each student:

- Student's first and last name
- Student's District Student ID
- Name of the school
- The date the IEP Cover Page was created
- The name of the page

Finalized Forms Report

The Finalized Forms Report displays the following information for the closed IEP tasks within the specified date range:

- Student's name (one column in the following format: last name, first name middle name)
- Student's confidential ID for EMIS reporting
- Closed form group ID
- Form group name
- IEP creation date (beginning effective date)
- IEP end date (ending effective date)
- Whether or not the IEP is included in EMIS reporting