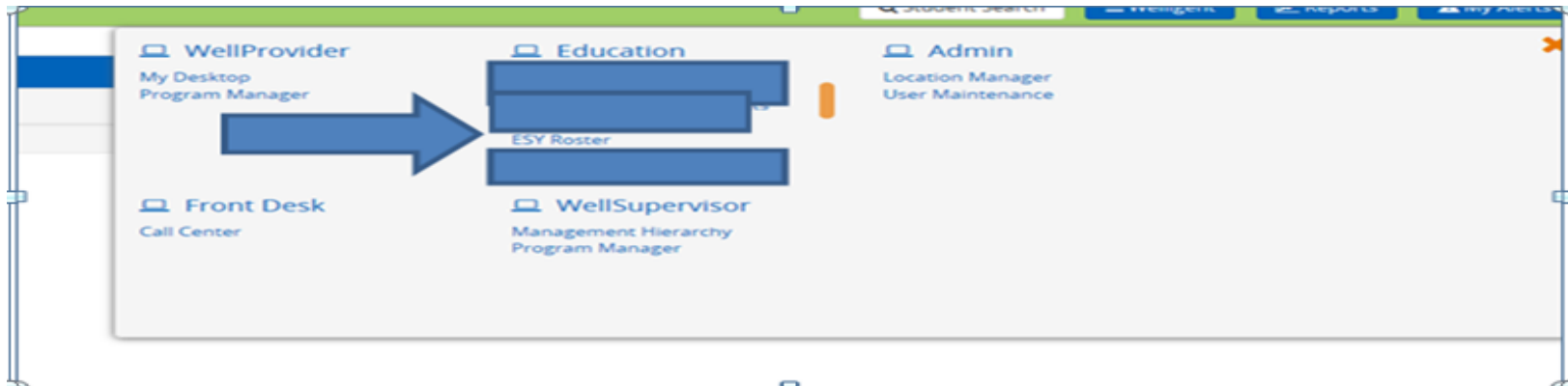


ESY Roster: ESY REPORT Job Aid

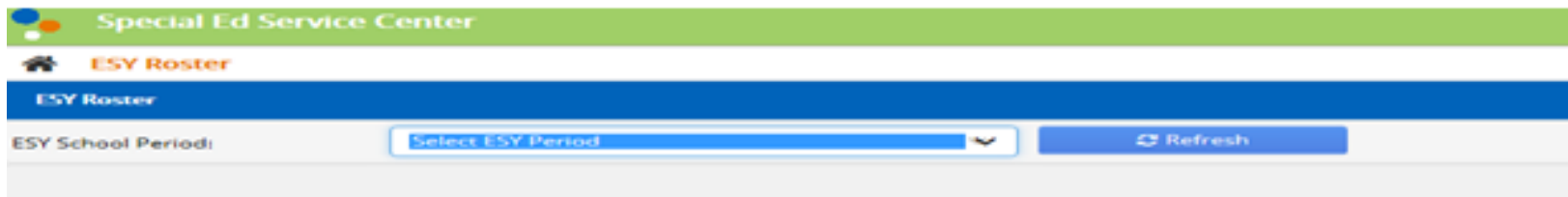
Running Reports 101:

Purpose: Running reports using the ESY Roster enables users to analyze their ESY student level data using EXCEL. You can monitor different components of ESY such as parent decisions, letters sent, and ESY eligibility from one place using the export all report function on the ESY Roster.

Step 1: Select ESY Roster under the Education Menu in Welligent



Step 2: Select the current ESY Period and click on refresh.

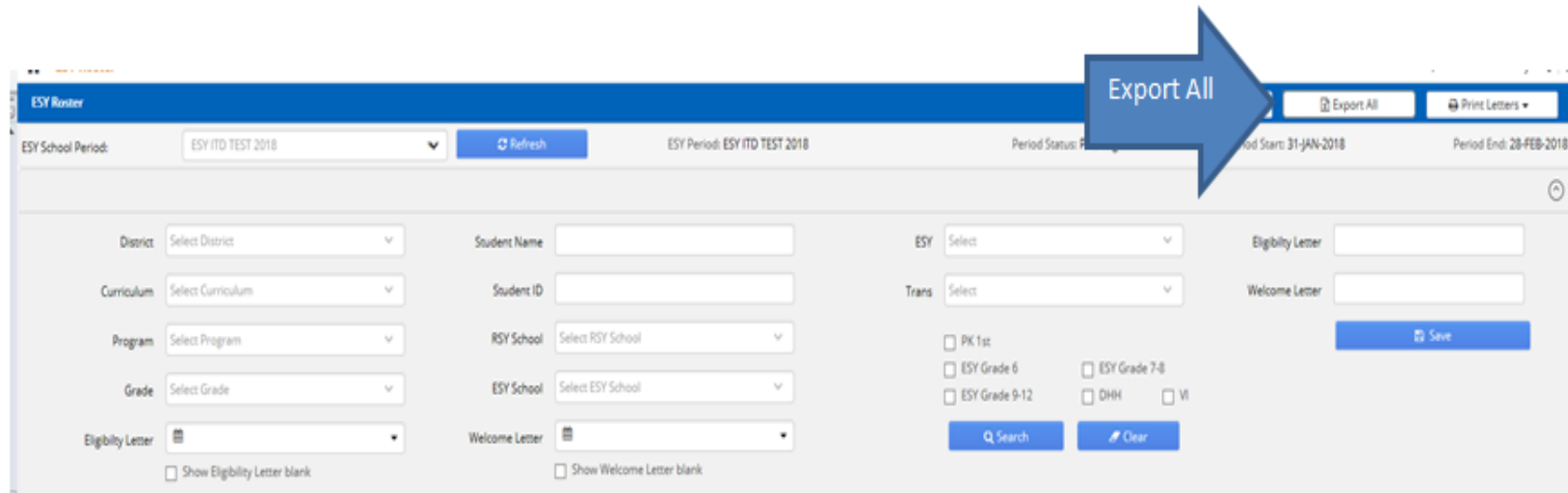


Step 3: Filter the criteria you would like to display on the report and click search.



Step 4: Click on the Export All Button

- An excel spreadsheet will download to your Computer.
- You can sort and filter the columns to narrow the results.



Step 5: Filter the following columns as needed:

- Column F: ESY Eligibility (Be sure to filter Yes for ESY Eligible students)
- Column I: Parent’s Decision. Please note all students who are eligible for ESY without parent decisions should have letters **sent at least three times**. You will need to use the print letters option to document your attempts. Please refer to the Parent Confirmation Letter Printing Job Aid for additional information.
- Column L: Regular School Year (RSY) Name is School of Attendance (SOA)
- Column M: Extended School Year Site Name

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Student	Student ID	Grade	Prog	Curr	Eligibility(ESY)	Eligibility(Trans)	Eligibility(Trans Type)	Decisions(ESY)	Decisions(Trans)	Decisions(Trans Type)	RSY School	ESY School	Eligibility Letter Date	Welcome Letter Date
2			PS	PAL	GE	Yes	Yes	H/S	Yes			LIMERICK AVE EL (4881)	LOKRANTZ SP ED CTR (1947)	23-Jan-18	
3			2	SLD	GE	Yes	Yes	S/S				LIMERICK AVE EL (4881)	HAMLIN CA (4349)	23-Jan-18	
4			5	GE	GE	No	No	None				LIMERICK AVE EL (4881)	HAMLIN CA (4349)		
5			2	GE	GE	No	No	None				LIMERICK AVE EL (4881)	HAMLIN CA (4349)		
6			PS	PAL	GE	Yes	Yes	H/S	Yes	Yes - PD		LIMERICK AVE EL (4881)	LOKRANTZ SP ED CTR (1947)	23-Jan-18	
7			4	SLD	GE	Yes	Yes	S/S				LIMERICK AVE EL (4881)	HAMLIN CA (4349)		
8			4	GE	GE	No	No	None				LIMERICK AVE EL (4881)	HAMLIN CA (4349)		
9			5	GE	GE	No	No	None				LIMERICK AVE EL (4881)	HAMLIN CA (4349)		
10			3	SLD	GE	Yes	Yes	S/S	No			LIMERICK AVE EL (4881)	HAMLIN CA (4349)		
11			3	SLD	GE	No	No	None				LIMERICK AVE EL (4881)	HAMLIN CA (4349)		
12			5	GE	GE	No	No	None				LIMERICK AVE EL (4881)	HAMLIN CA (4349)		
13			5	GE	GE	No	No	None				LIMERICK AVE EL (4881)	HAMLIN CA (4349)		
14			3	SLD	GE	Yes	Yes	S/S	Yes	Yes - PD		LIMERICK AVE EL (4881)	HAMLIN CA (4349)		
15			2	SLD	GE	Yes	Yes	S/S	No			LIMERICK AVE EL (4881)	HAMLIN CA (4349)		
16			5	GE	GE	No	No	None				LIMERICK AVE EL (4881)	HAMLIN CA (4349)		