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

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	Call Center	WellSupervisor Management Hierarchy Program Manager					
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Step 2: Select the current ESY Period and click on refresh.

-	Special Ed Service	Center	
*	ESY Roster		
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ESY Se	hool Period:	Select ESY Period	😂 Refresh

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

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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.

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1	ESY Roster							Export All	Export Al	🖶 Print Letters 🕶
•	ESY School Period:	ESY ITD TEST 2018		♥ C Refresh	ESY Period: ESY ITD TEST	2018	Period State	a F	od Start: 31-JAN-2018	Period End: 28-FEB-2018
										0
	District	Select District	v	Student Name		ESY	Select	Y	Eligibility Letter	
	Curriculum	Select Curriculum	v	Student ID		Trans	Select	Y	Welcome Letter	
	Program	Select Program	×	RSY School	Select RSY School V		PK1g	D 806a434		🛱 Save
	Grade	Select Grade	v	ESY School	Select ESY School V		ESY Grade 9-12			
	Eligibility Letter	8	•	Welcome Letter	•	•	Q Search	# Oear		
		Show Eligibility Letter blank			Show Welcome Letter blank					

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

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1	Student	Student ID	Grade	Prog	Curr	Eligibilty(ESY)	Eligibilty(Trans)	Eligibilty(Trans Type)	Decisions(ESY)	Decisions(Trans)	Decisions(Trans Type)	RSY School	ESY School	Eligibilty Letter Date	Welcome Letter Date Sp
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)		