

Reports

You can run reports based on the information in open and completed IEP tasks on the Reports screen. Special Services provides the following four reports:

- **IEP Due Date** – Lists the students whose IEP is due for annual review.
- **Accommodations** – Lists the state testing accommodations, if any, provided to the students.
- **Open Tasks** – Lists the students for whom an open IEP task exists.
- **Completed Tasks** – Lists the students for whom a completed IEP task exists.

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

Run Reports

All four Special Services reports use the following options for selecting the information you want to appear on the report:

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

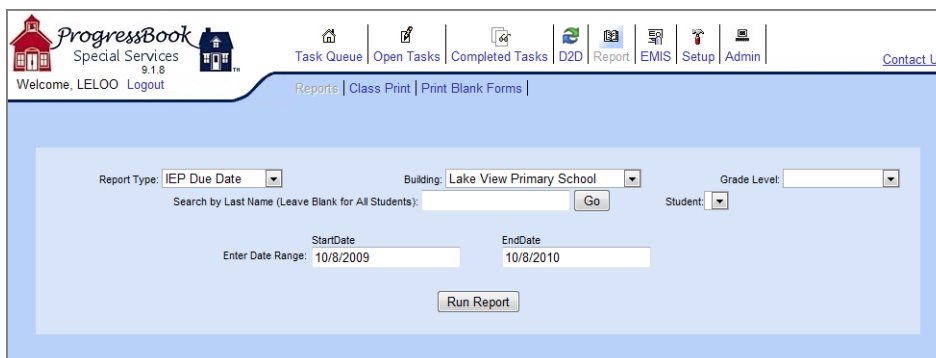
Only the Building and the Start and End Date Range fields are required to run the report. You can further restrict the number of records returned on the report by selecting a value in the Grade Level list and/or specifying a student using the Search by Last Name field and Student list.



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.

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

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

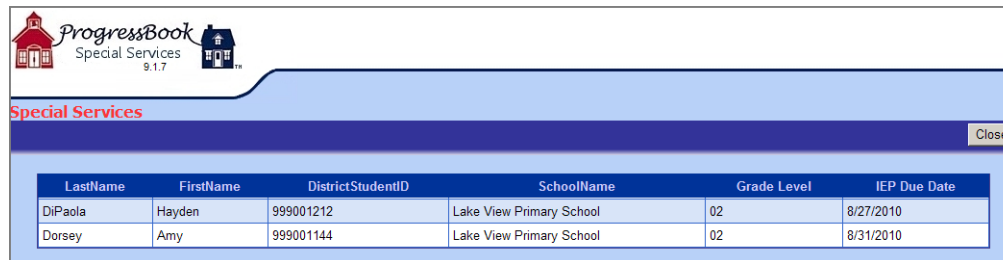


The screenshot shows the ProgressBook Special Services 9.1.8 interface. At the top, there is a navigation bar with icons for Task Queue, Open Tasks, Completed Tasks, D2D, Report, EMIS, Setup, and Admin. Below the navigation bar, there is a header area with the ProgressBook logo and the text "Special Services 9.1.8". The main content area is a form for running reports. It includes a "Report Type" dropdown menu set to "IEP Due Date", a "Building" dropdown menu set to "Lake View Primary School", and a "Grade Level" dropdown menu. There is also a "Search by Last Name (Leave Blank for All Students)" text input field with a "Go" button, and a "Student" dropdown menu. Below these fields, there are "Start Date" and "End Date" fields, both set to "10/8/2009" and "10/8/2010" respectively. At the bottom of the form is a "Run Report" button.

Reports

- On the Reports screen, select the **report** you want to generate in the Report Type list.
- Select the appropriate **building** in the Building list.
- To run the report for a specific grade level, select the appropriate **grade** in the Grade Level list.
- To run the report for a specific student:
 - 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.
 - Select the appropriate **student** in the Student list, if needed.
- Enter the **date range** for which you want to run the report in the Start Date and End Date fields.
- Click **Run Report**.

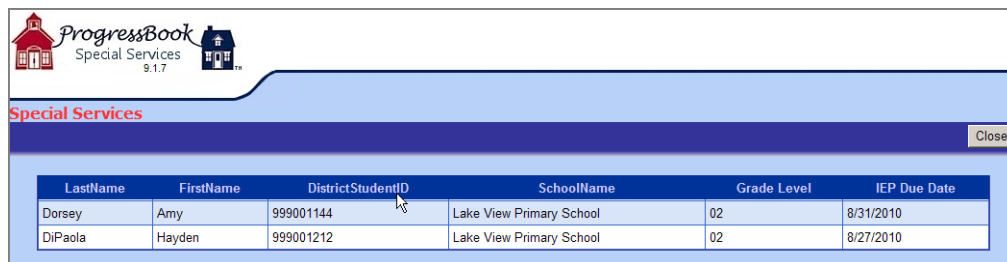
A grid containing the results of the selected report displays in a new window. For more specific information about a particular report, refer to the appropriate section.



LastName	FirstName	DistrictStudentID	SchoolName	Grade Level	IEP Due Date
DiPaola	Hayden	999001212	Lake View Primary School	02	8/27/2010
Dorsey	Amy	999001144	Lake View Primary School	02	8/31/2010

- 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.



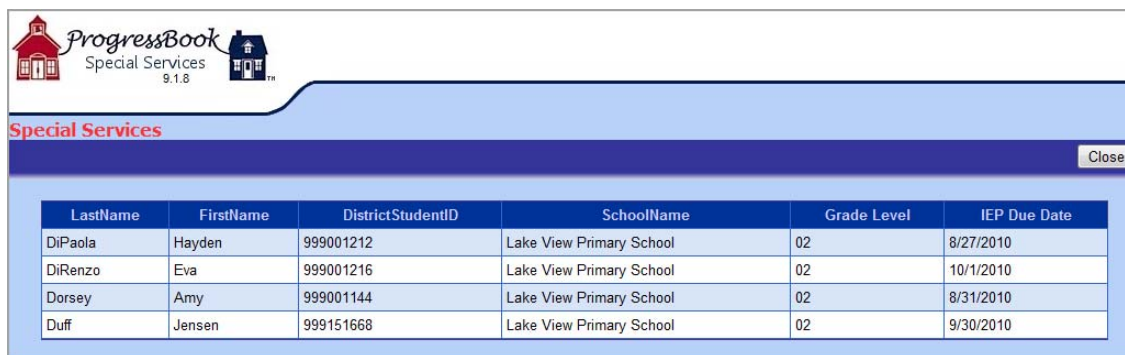
LastName	FirstName	DistrictStudentID	SchoolName	Grade Level	IEP Due Date
Dorsey	Amy	999001144	Lake View Primary School	02	8/31/2010
DiPaola	Hayden	999001212	Lake View Primary School	02	8/27/2010

IEP Due Date Report

The IEP Due Date Report lists the students whose completed 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




LastName	FirstName	DistrictStudentID	SchoolName	Grade Level	IEP Due Date
DiPaola	Hayden	999001212	Lake View Primary School	02	8/27/2010
DiRenzo	Eva	999001216	Lake View Primary School	02	10/1/2010
Dorsey	Amy	999001144	Lake View Primary School	02	8/31/2010
Duff	Jensen	999151668	Lake View Primary School	02	9/30/2010

Accommodations Report

The Accommodations Report displays the statewide testing accommodations listed on the IEP 12 State-wide and District Testing form of the completed 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



Special Services Close


LastName	FirstName	DistrictStudentID	SchoolName	Grade Level	Area of Assessment	Statewide Testing	Accommodation to Assessment
DiPaola	Hayden	999001212	Lake View Primary School	3rd Achievement	StReadingTest	With IEP Accommodations	clarify directions individual breaks during testing
DiPaola	Hayden	999001212	Lake View Primary School	3rd Achievement	StMathTest	With IEP Accommodations	calculator clarify directions
Dorsey	Amy	999001144	Lake View Primary School	3rd Achievement	StMathTest	Without IEP Accommodations	
Dorsey	Amy	999001144	Lake View Primary School	3rd Achievement	StReadingTest	With IEP Accommodations	
Dorsey	Amy	999001144	Lake View Primary School	3rd Achievement	StReadingTest	Without IEP Accommodations	
DiRenzo	Eva	999001216	Lake View Primary School	4th Achievement	StMathTest	Alternate Assessment	
DiRenzo	Eva	999001216	Lake View Primary School	3rd Achievement	StReadingTest	With IEP Accommodations	
DiRenzo	Eva	999001216	Lake View Primary School	4th Achievement	StWritingTest	Without IEP Accommodations	
Duff	Jensen	999151668	Lake View Primary School	3rd Achievement	StMathTest	With IEP Accommodations	dictation (scribe), manipulatives
Duff	Jensen	999151668	Lake View Primary School	3rd Achievement	StReadingTest	With IEP Accommodations	Braille, reduced noise distractions, small group, breaks during testing

Open Tasks Report

The Open Tasks Report displays the students for whom an open task exists where the Start and End Dates of the task fall within the date range entered in the report options.

The Open Tasks Report displays the following information for each student:

- Student's first and last name
- Student's District Student ID
- Task Name
- Start Date of Task
- End Date of Task



Special Services Close

LastName	FirstName	StudentId	TaskName	TaskStartDate	TaskEndDate	TaskDueDate
Dorsey	Amy	999001144	Initial IEP 2009	10/14/2009	10/30/2009	10/30/2009
Ostapowicz	Kathleen	999963702	FY09 ProgressReport	8/31/2009	8/31/2010	8/31/2010
Kraus	David	999986271	FY09 ProgressReport	8/31/2009	8/31/2010	8/31/2010
Krause	Isabella	999987875	FY09 ProgressReport	8/31/2009	8/31/2010	8/31/2010
Kraynanski	Emerald	999987370	FY09 ProgressReport	8/31/2009	8/31/2010	8/31/2010
Knieck	Jack	999978823	FY09 ProgressReport	8/31/2009	8/31/2010	8/31/2010
Kripinski	Tess	999332812	FY09 ProgressReport	8/31/2009	8/31/2010	8/31/2010
Denes	Clair	999432516	FY09 ProgressReport	8/31/2009	8/31/2010	8/31/2010
Day	James	999001264	FY09 ProgressReport	8/31/2009	8/31/2010	8/31/2010
DeCapite	Jarred	999001265	FY09 ProgressReport	8/31/2009	8/31/2010	8/31/2010
Decrane	Jayla	399981326	FY09 ProgressReport	8/31/2009	8/31/2010	8/31/2010
Deem	Jordan	999028574	FY09 ProgressReport	8/31/2009	8/31/2010	8/31/2010

Completed Tasks Report

The Completed Tasks Report displays students for whom a completed task exists where the date the task was completed falls within the date range entered in the report options.

The Completed Tasks Report displays the following information for each student:

- Student's first and last name
- Student's District Student ID
- Task Name
- Complete Date of Task.
- Event Date

The screenshot shows the ProgressBook Special Services 9.1.8 interface. At the top left is the logo with a red schoolhouse icon and the text "ProgressBook Special Services 9.1.8". Below the logo is a blue header bar with the text "Special Services" in red and a "Close" button on the right. The main content area contains a table with the following data:

LastName	FirstName	StudentId	TaskName	CloseDate	EventDate
Dorsey	Amy	999001144	Initial IEP 2009 - DRAFT	9/8/2009	9/1/2009
Hutton	Amber	999027074	Initial ETR 2009	9/17/2009	9/9/2009
Duff	Jensen	999151668	Initial IEP 2009	10/1/2009	10/1/2009
Duff	Jensen	999151668	Initial IEP 2009	10/1/2009	10/2/2009
DiRenzo	Eva	999001216	Initial IEP 2009	10/5/2009	10/2/2009
Dorsey	Amy	999001144	Initial IEP 2009	10/5/2009	9/1/2009
Dorsey	Amy	999001144	Initial IEP 2009 v3	10/5/2009	9/1/2009