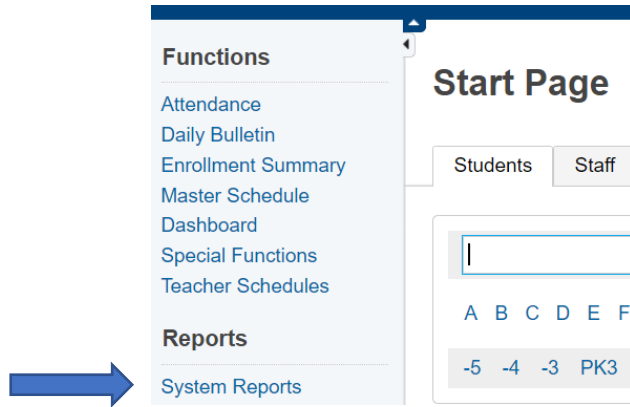


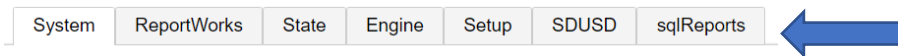
Running ESY Reports

Step 1. Make sure your **School** designation (top right) is your school, not District Office. From the Start Page, under Reports, click on **System Reports**.



Step 2. Select **sqlReports**

Reports



Step 3. Select **Summer School**



FIND ASSIGNED STUDENTS

Step 4A. To find all students whose registration form is complete AND have been assigned, select **ESY Assigned Student List** and click **Submit**.

▼ **Summer School**

- ESY Assigned Counts
- ESY Assigned Errors
- ESY Assigned Student List ←
- ESY Bus Monitor Information
- ESY Unassigned Counts
- ESY Unassigned Student List

Note: Regarding 'Run for the Selected students', if you are doing all students for your school leave as **No**.

Run sqlReport -

Label	Value
Name	ESY Assigned Student List
Description	This report lists ESY eligible students that have been assigned with an ESY school.
Directions	
Run for the selected students	No ▾ ←

→ **Submit**

Step 4B. Here is an example of the report.

ESY Assigned Student List

Parameters - Run for the selected students: No

Make Current Selection Show / Hide Columns Copy ← PDF

Student Number	Last Name	First Name	Current Grade	School of Attendance	Neighborhood School	ESY School	Attending	Instruction	Case Manager	Classification
£				Angier Elementary	Jones Elementary	SS Carson Elementary	Yes	In-Person		MS Mod/Severe

Click **Copy** to copy it into an Excel spreadsheet. Open a new Excel spreadsheet and use **Ctrl V** to paste it onto the spreadsheet.

Use the Summer link to see the ESY assignment for a specific student or set of students. Once the assignment has been done, no changes can be made on the registration form. If changes are needed please contact Naomi Lewis, nlewis1@sandi.net

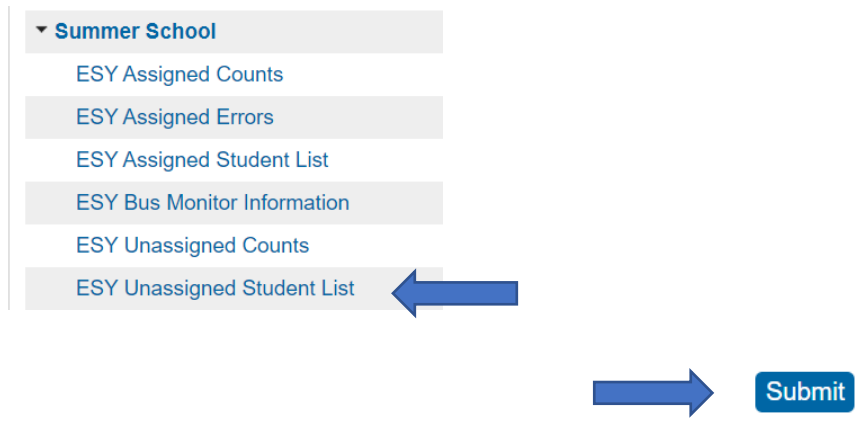
Summer School ESY Registration

ESY Registration	
IEP	Yes
ESY Indicator	SS Clairemont High
ESY Eligibility	Eligible
Attending ESY	<input checked="" type="radio"/> Yes <input type="radio"/> No

Once you know to which ESY site your students are assigned, you can print the ESY Assignment letter and send to parent. That report will be ready closer to end of May.

FIND UNASSIGNED STUDENTS

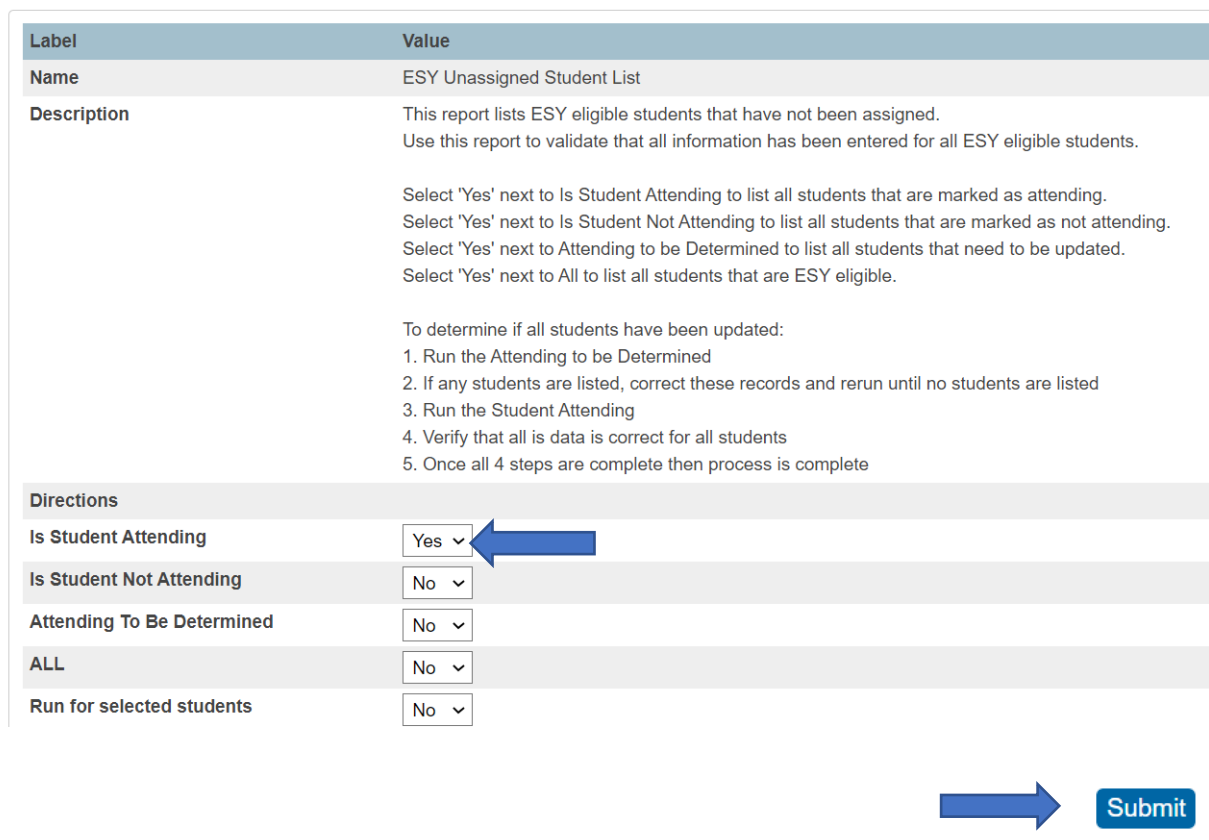
Step 5A. To find all students who are not yet registered (or not yet assigned to an ESY site), select **ESY Unassigned Student List** and **Submit**.



A screenshot of a web application interface. On the left, there is a vertical menu with a dropdown arrow next to 'Summer School'. The menu items are: 'ESY Assigned Counts', 'ESY Assigned Errors', 'ESY Assigned Student List', 'ESY Bus Monitor Information', 'ESY Unassigned Counts', and 'ESY Unassigned Student List'. A blue arrow points to the 'ESY Unassigned Student List' item. To the right of the menu is a 'Submit' button, with another blue arrow pointing towards it.

Step 5B. Select **Yes** for the first option “**Is Student Attending**”, and **Submit**.

Run sqlReport -



A screenshot of a web application form titled 'Run sqlReport -'. The form has a table-like structure with 'Label' and 'Value' columns. The 'Name' is 'ESY Unassigned Student List'. The 'Description' section contains instructions on how to use the report and a list of steps to determine if all students have been updated. Below the description is a 'Directions' section with five rows, each with a label and a dropdown menu. The first row, 'Is Student Attending', has 'Yes' selected. A blue arrow points to this dropdown. The other rows are 'Is Student Not Attending' (No), 'Attending To Be Determined' (No), 'ALL' (No), and 'Run for selected students' (No). At the bottom right, there is a 'Submit' button with a blue arrow pointing towards it.

Label	Value
Name	ESY Unassigned Student List
Description	This report lists ESY eligible students that have not been assigned. Use this report to validate that all information has been entered for all ESY eligible students. Select 'Yes' next to Is Student Attending to list all students that are marked as attending. Select 'Yes' next to Is Student Not Attending to list all students that are marked as not attending. Select 'Yes' next to Attending to be Determined to list all students that need to be updated. Select 'Yes' next to All to list all students that are ESY eligible. To determine if all students have been updated: 1. Run the Attending to be Determined 2. If any students are listed, correct these records and rerun until no students are listed 3. Run the Student Attending 4. Verify that all is data is correct for all students 5. Once all 4 steps are complete then process is complete
Directions	
Is Student Attending	Yes
Is Student Not Attending	No
Attending To Be Determined	No
ALL	No
Run for selected students	No

Here is an example of the report.

Note: Only the ones that have **NO** Case Manager still need to have the ESY Registration form completed. These are the ones your teachers will need to complete the ESY Registration form in PS Admin. All others will be assigned by Special Ed and will drop off this report and then be listed on the ESY Assigned Student List.

ESY Unassigned Student List

Parameters - **Is Student Attending:** Yes **Is Student Not Attending:** No **Attending To Be Determined:** No **ALL:** No **Run for selected st**

Make Current Selection	Show / Hide Columns	Copy	Print	PDF				
Student Number	Last Name	First Name	Current Grade	School of Attendance	Neighborhood School	Attending	Instruction	Case Manager
				Wilson Middle	Wilson Middle	Yes		

Click **Copy** to copy it into an Excel spreadsheet. Open a new Excel spreadsheet and use **Ctrl V** to paste it onto the spreadsheet.

If you have questions or issues with these reports please contact Naomi Lewis, nlewis1@sandi.net.