This report is designed to assist districts in their efforts to maintain accurate exit data in ECATS for the upcoming end of year exit count.

The accuracy of this report is dependent upon the following data elements being entered into ECATS in a timely manner:
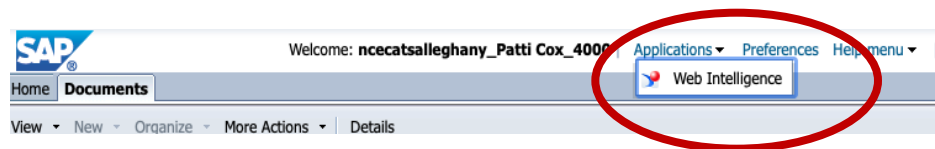- Modified EC Exit Reason
- Provision of Services Consent Revoked
- Non-Eligibility Determination

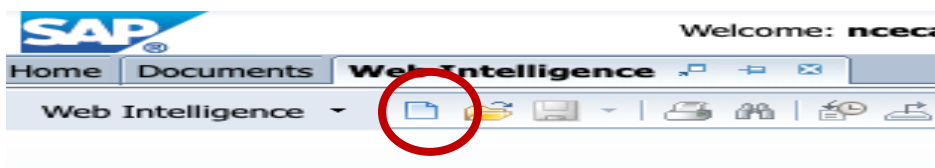In order to build the report:

1. Navigate to Advanced Reporting from the ECATS Main Menu.
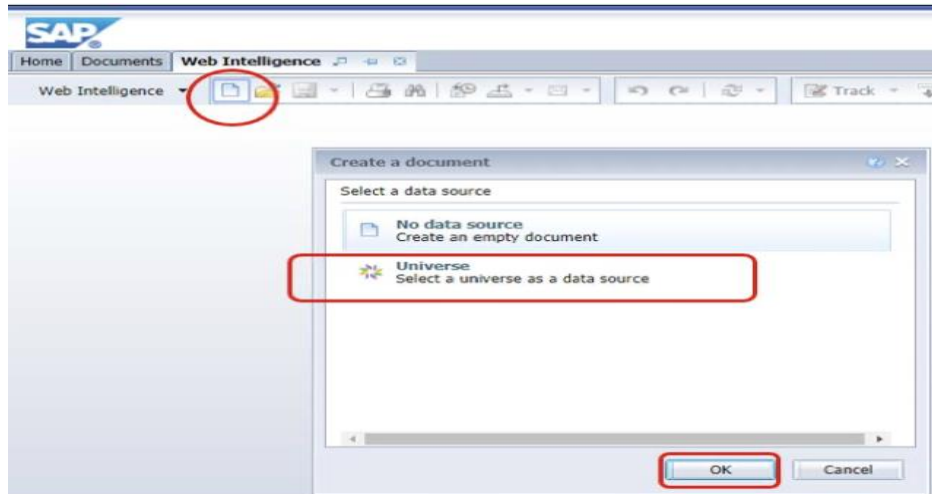   Main Menu > Reporting > Advanced Reporting
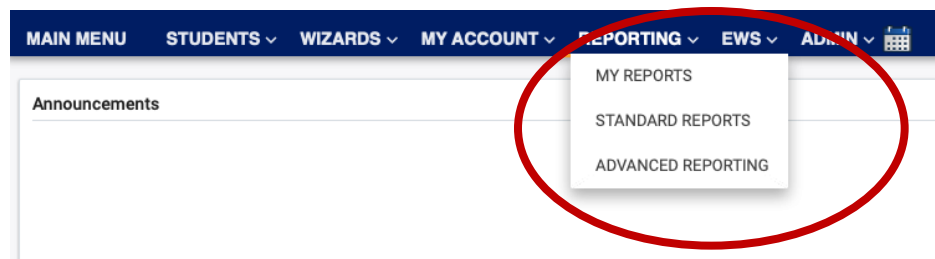
2. Open a new document through the Web Intelligence function.
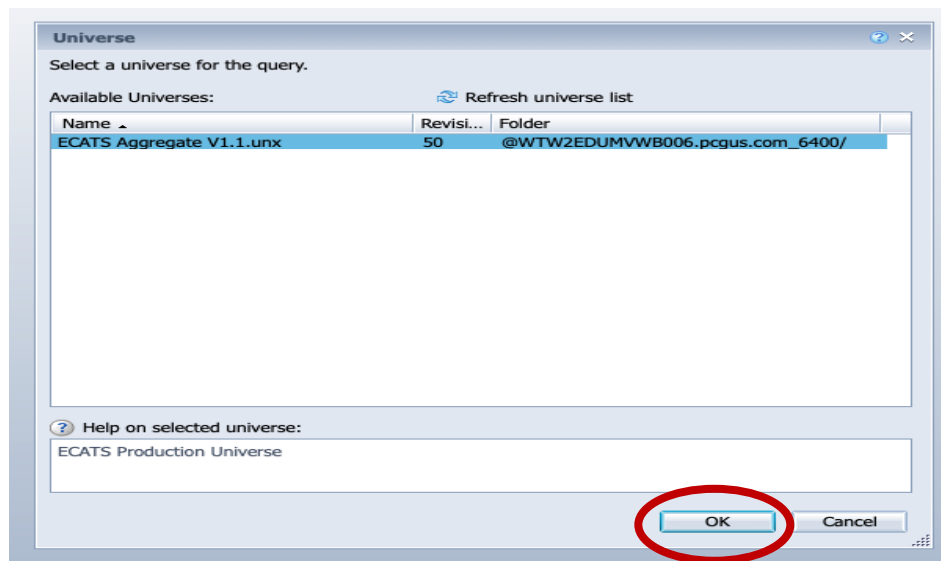   SAP Menu > Applications > Web Intelligence

3. Open a blank document from the Web Intelligence tab by finding and selecting the blank paper icon.

4. In the "Create a document" window, select "Universe" and click "OK".

5. In the "Universe" window, the ECATS Aggregate universe name will be highlighted in blue. Click "OK".
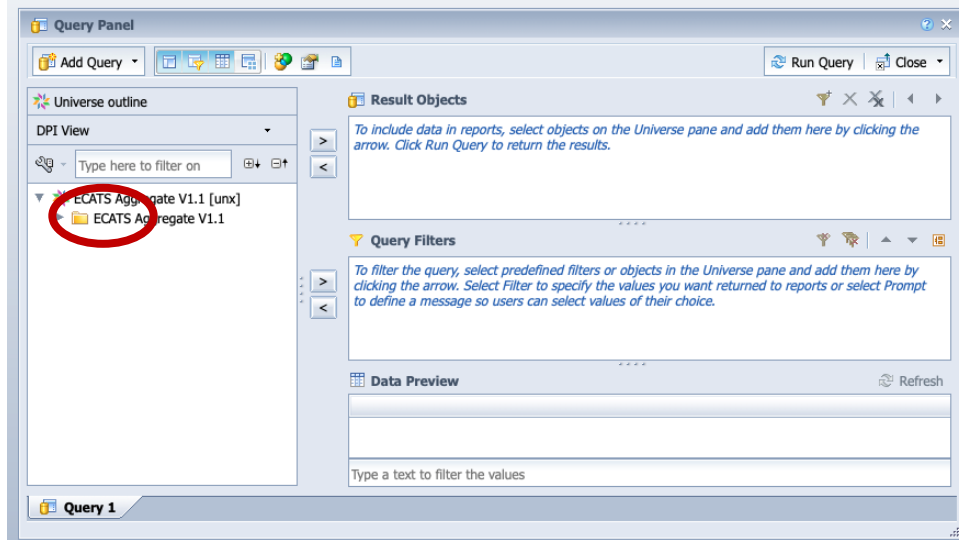

6. A window called the Query Panel will open in the center of the page. If you click on the arrow beside ECATS Aggregate, it will expand to allow access to elements you may use to build your report.
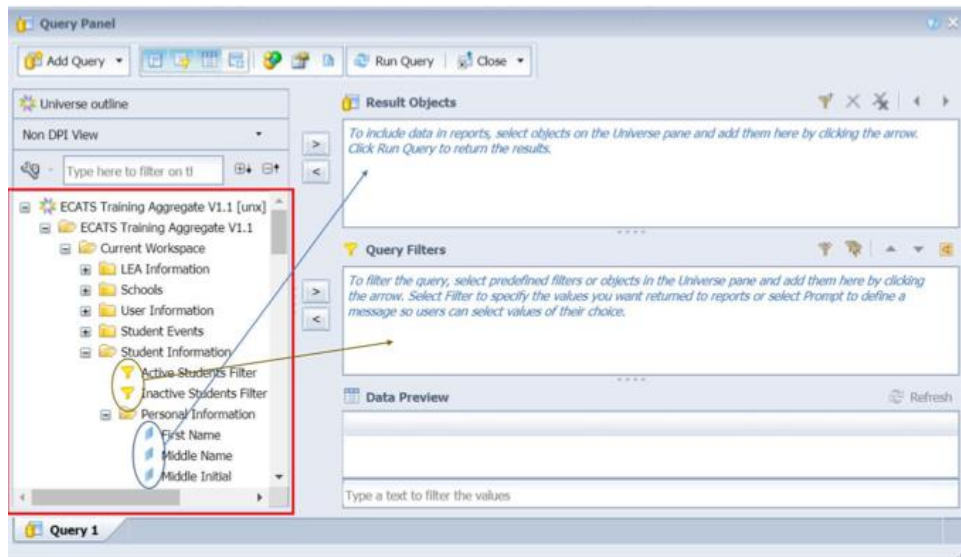
7. Using the elements in the folders on the left-hand side of the Query Panel, users will drag Objects and Filters (specified in the next step) into the corresponding boxes on the right-hand side of the Query Panel. *Use the Inactive Filter only for this report

8. To create a report specifically to monitor Exited students, locate the following Objects and Filters in the Query Panel. The Folder Path with provide you with the precise location of the correct result object. You can either "drag and drop" each component into the Results Object window or you can highlight and click on the arrow buttons in order to place the objects in the window. This step builds the columns that you will see in your report.

Result Object	Folder Path to Follow
School	Current Workspace > Student Information > School Information
First Name	Current Workspace > Student Information > Personal Information
Middle Name	Current Workspace > Student Information > Personal Information
Last Name	Current Workspace > Student Information > Personal Information
Student ID	Current Workspace > Student Information > Personal Information
Date of Birth	Current Workspace > Student Information > Personal Information
Age	Current Workspace > Student Information > Personal Information
Gender	Current Workspace > Student Information > Personal Information
Grade Abbreviation	Current Workspace > Student Information > Personal Information
Exit Reason	Current Workspace > Student Information > Personal Information
Modified Exit Reason	Current Workspace > Student Information > Personal Information
Primary Disability Code	Current Workspace > Special Education > Eligibility>Disabilities
IEP End Date	Current Workspace > Special Education > IEP/PSSP>IEP/PSSP General
Event Type 1	Current Workspace > Student Events > Selector 1
Event Date 1	Current Workspace > Student Events > Selector 1

The Results Objects Window should look like the following:
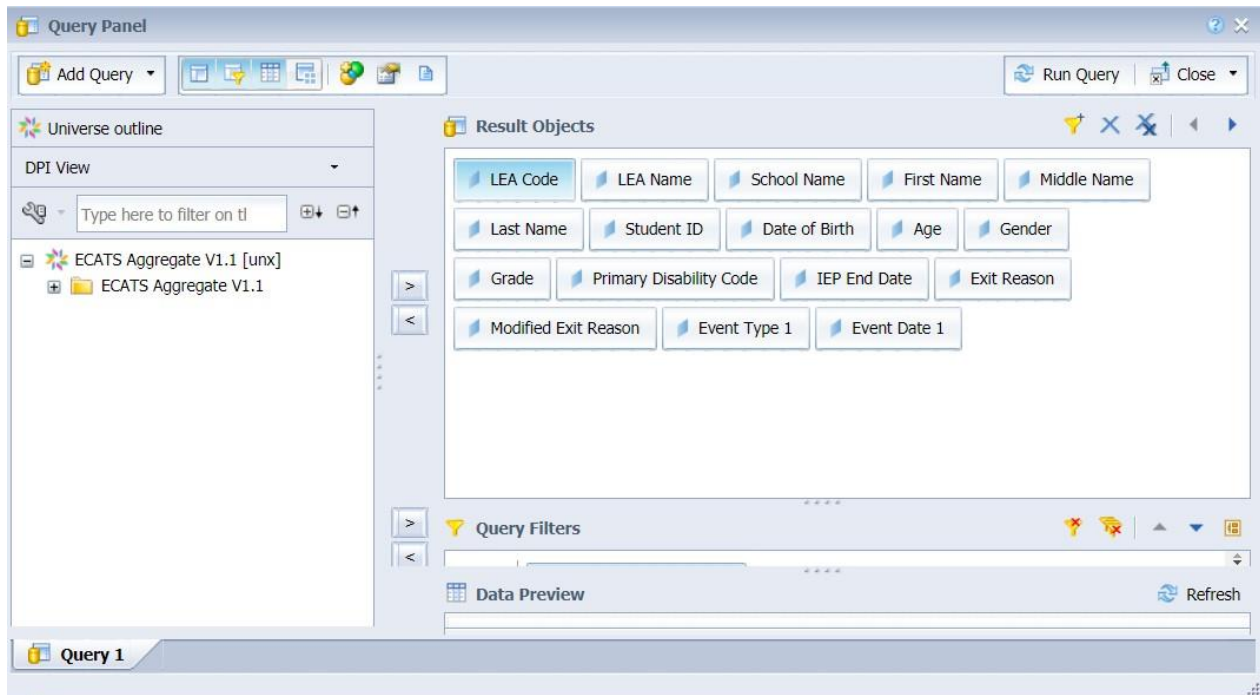
9. Continue to use the same process of drag and drop to build the Query Filters that determine the parameters of the data that will be pulled into the report.

   You will pull the following elements:

Query Filters	Folder Path to Follow
Event Type 1	Current Workspace > Student Events > Selector 1
Event Date 1	Current Workspace > Student Events > Selector 1

   We now need to set the parameters within each of the elements. This is accomplished by selecting items from the "Lookup Fields" found by accessing the dropdown menus.
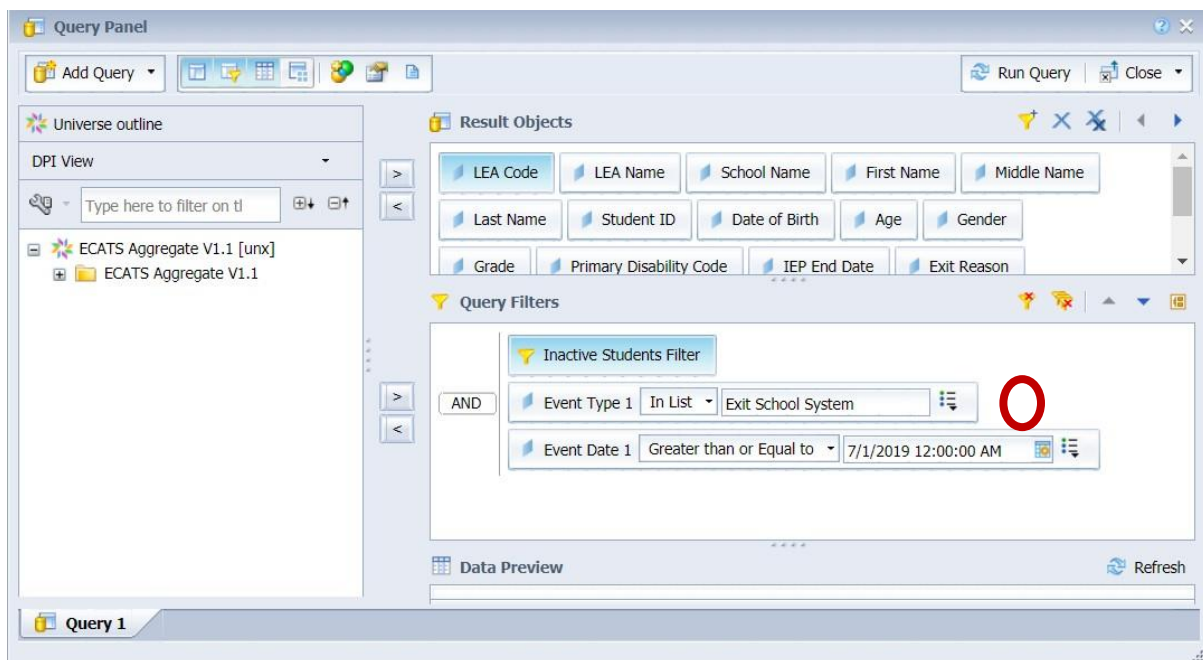
Leave the selector as "In List" for "Event Type" Type and "Exit School System" in the box
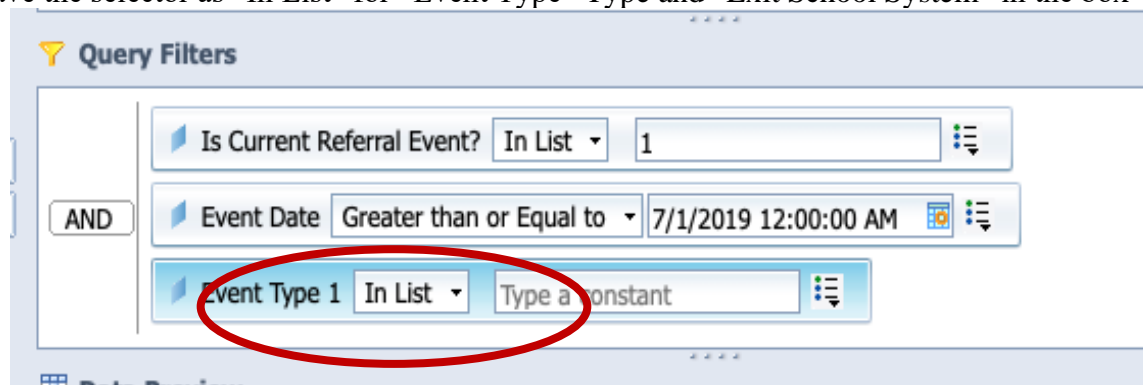
Click on the dropdown list.

Choose Value(s) from List

In the list of values, choose "Exit School System". Either drag and drop or use the arrows to place the event into the box on the right.
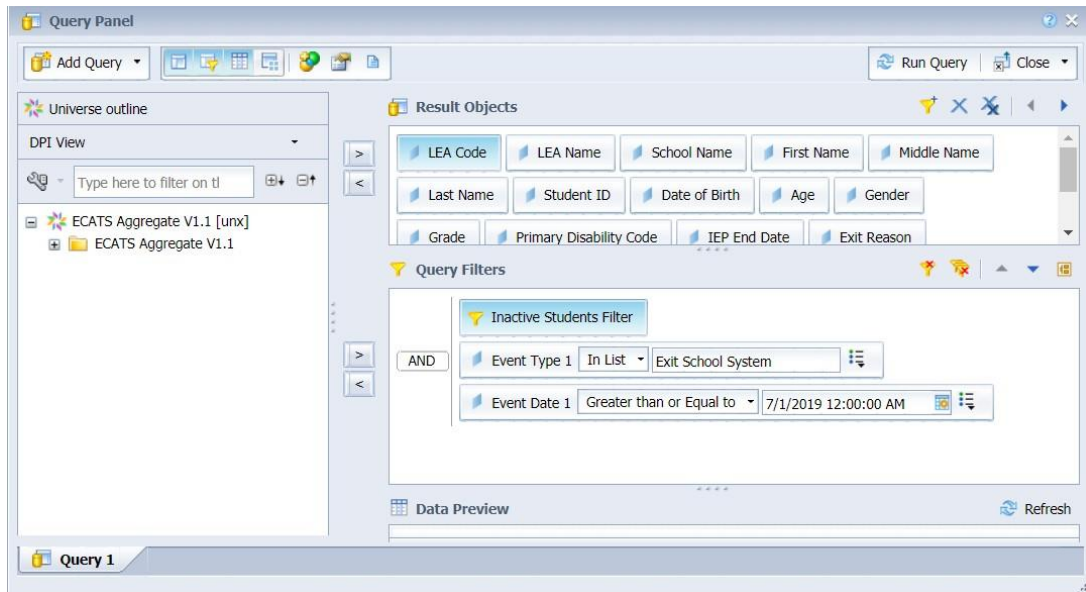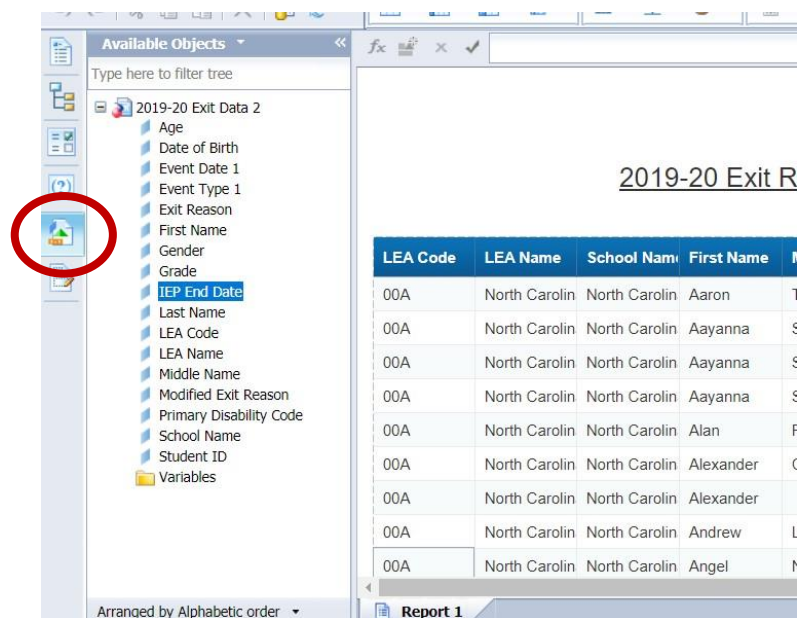
Click OK
Use the selectors to set the event date at Greater than or Equal to 7/1/2019.
The Query Filter Panel should look like the one below.

(Note: you will need to edit the event date at the beginning of each reporting year.)

10. Click on the "Run Query" button in the Query Panel. This will pull the information into a list of available objects for the report found in the left window. If you don't see the elements make sure you are in the "Design" tab on the left.

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11. Drag and drop each element into the report frame in order to see the search results and build the columns for the spreadsheet.

Optional: You can click on the Report Title and type in a new title.

(Note any time you add new elements to the report, you will need to drag the element into the spreadsheet of results. Remember to save.)

12. Find missing values – once your report is built you can review the Modified Exit Reason column to determine which students still need an exit reason added in their ECATS record.

IEP End Date	Exit Reason	Modified Exi	Event Type 1	Event Date 1
9/30/20	W1 Transfer \		Exit School S	1/21/20
11/7/20	W1 Transfer \		Exit School S	7/8/19
11/7/20	W1 Transfer \		Exit School S	1/17/20
11/7/20	W1 Transfer \		Exit School S	3/11/20
11/1/19	W1 Transfer \		Exit School S	8/21/19
12/11/19	W1 Transfer \		Exit School S	8/16/19
11/4/19	W2 Early Lea		Exit School S	7/31/19
3/26/20	W1 Transfer \		Exit School S	8/21/19
2/10/20	W1 Transfer \		Exit School S	12/5/19
3/21/20	W1 Transfer \		Exit School S	7/1/19
12/16/19	W1 Transfer \		Exit School S	8/16/19

To update a missing exit reason – in ECATS go to Admin>Administration>Inactive Students

Search for the record and go to Exit Info and select the Modified Exit Reason. Click update the data base.

Extras

1. If you would like to add input controls to allow you to quickly filter for specific categories of students (i.e. a specific school, case manager, age group, etc.) Select the input control tab on the left-hand side of the screen, the click "New"

Select the element that you would like to filter by (School, Disability, etc.) and then click "Next"

The next screen will allow you to indicate how you would like to select your options and if multiple selections should be displayed at once. (For a drop-down menu, choose "List box". If you want to type in a student number, staff or school name, select "Entry field". This is a matter of personal preference. Then click "Next".


Click "Finish" to "Assign Report Elements" on the pop-up window.

You will see a selector appear in the window on the left-hand side that will allow you to filter specific results. Remember to save.
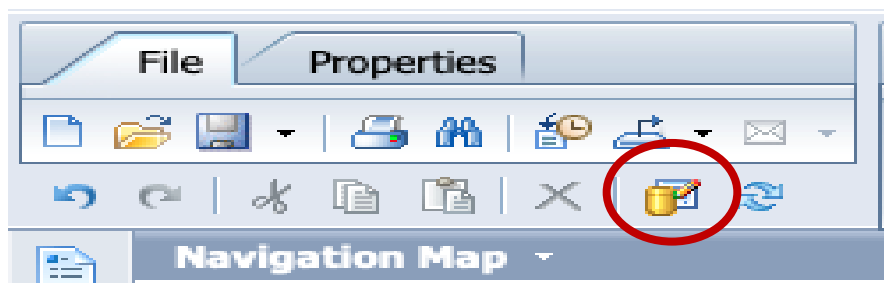

2. Editing the Query Filters

There are times when you may need to edit the Query Filters in order to fully analyze your data. You will also need to edit the Query Filter at the beginning of each new reporting year (July 1).

Ensure you are in "Design View" rather than "Reading View"
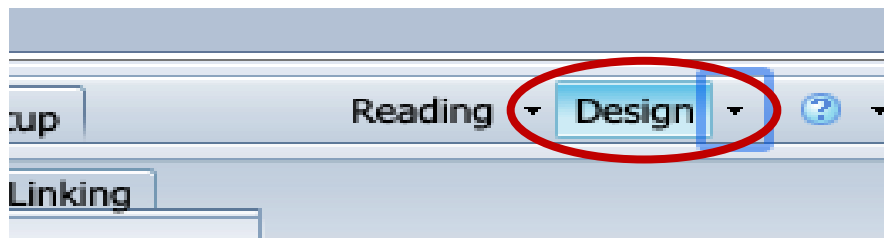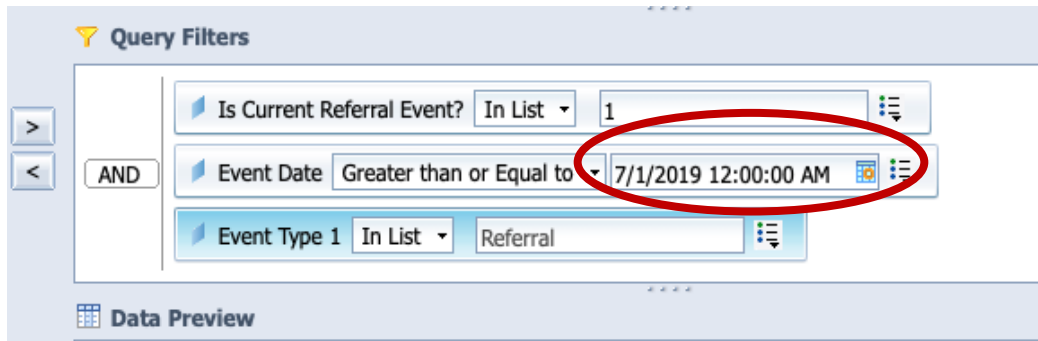

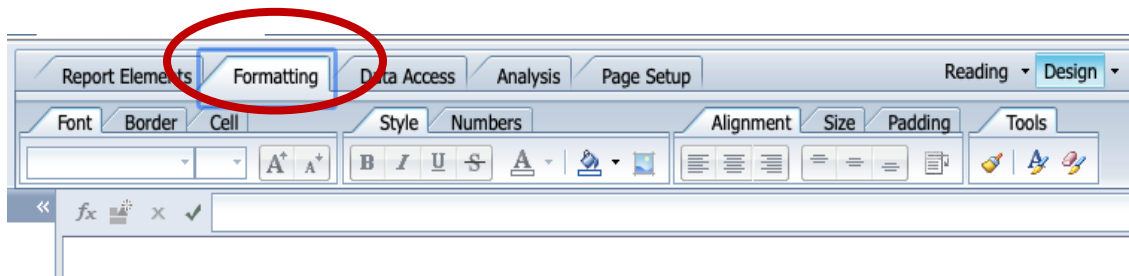Choose the "Edit Query" in the left toolbar.

The existing query will display. You will can change parameters (dates, etc.). Make sure to save.

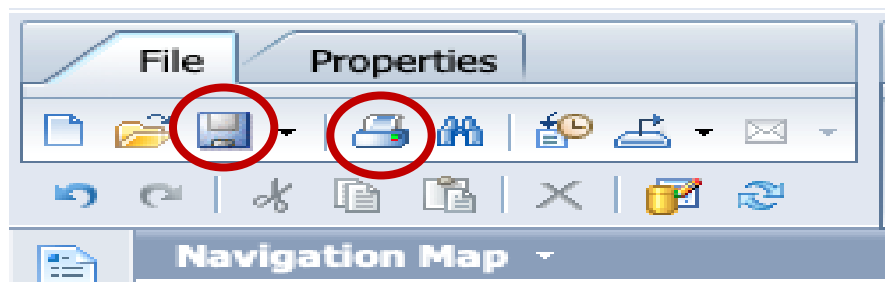Click on the "Run Query" button in the Query Panel.

3. Formatting your report

You may use typical excel formatting options for your report by accessing the formatting tab while in Design view.

4. Saving and Printing

You should save often, especially if switching between views by clicking on the disc on the File tab. You can also print from this tab.

5. Exporting

    If you wish to export your report to a pdf, excel document or other format, click the
    export icon on the file tab.