



Tip Sheet: Exit Count

Building the Exit Count Report in Advanced Reporting

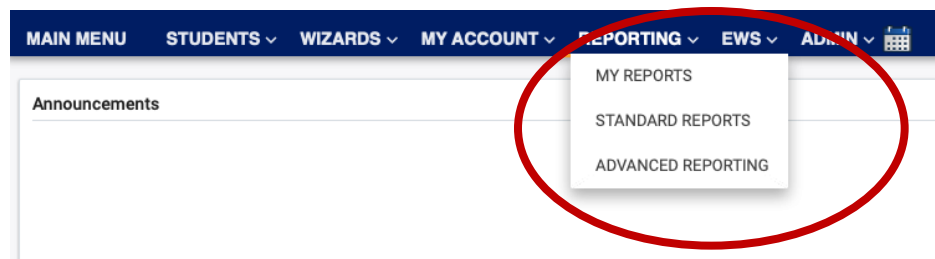
This report is designed to assist districts in their efforts to maintain accurate exit data in ECATS for the upcoming end of year exit count.

The accuracy of this report is dependent upon the following data elements being entered into ECATS in a timely manner:

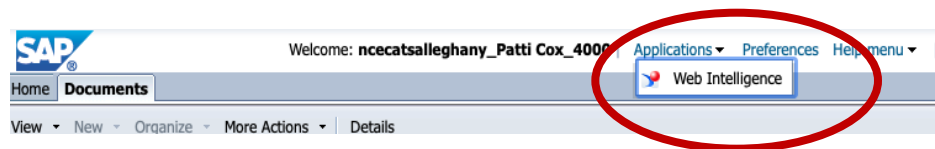
- Modified EC Exit Reason
- Provision of Services Consent Revoked
- Non-Eligibility Determination

In order to build the report:

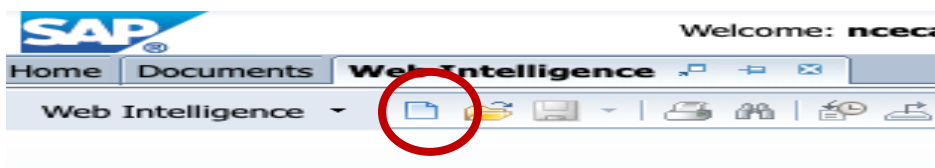
1. Navigate to Advanced Reporting from the ECATS Main Menu.
Main Menu > Reporting > Advanced Reporting



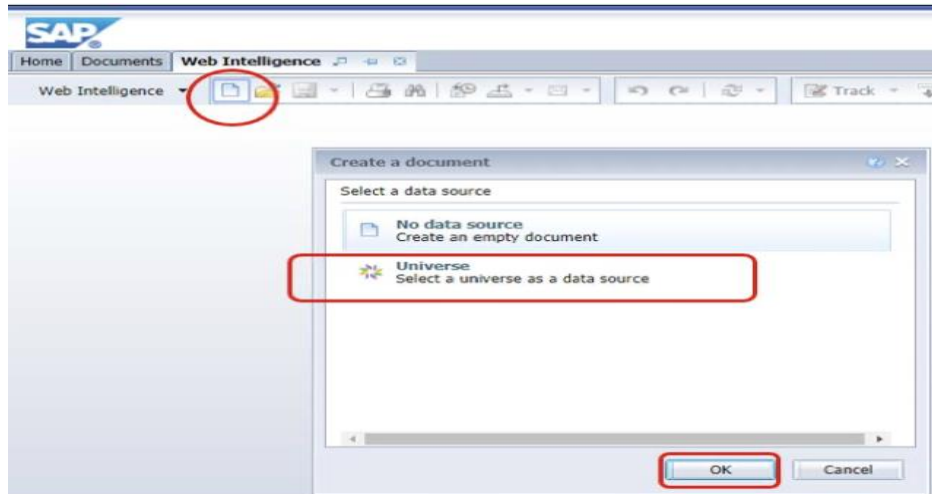
2. Open a new document through the Web Intelligence function.
SAP Menu > Applications > Web Intelligence



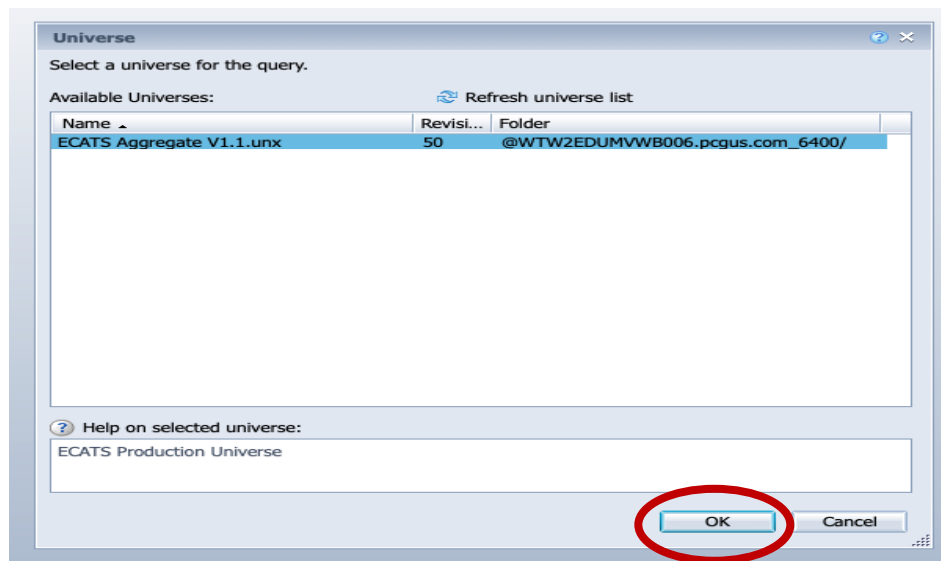
3. Open a blank document from the Web Intelligence tab by finding and selecting the blank paper icon.



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”.

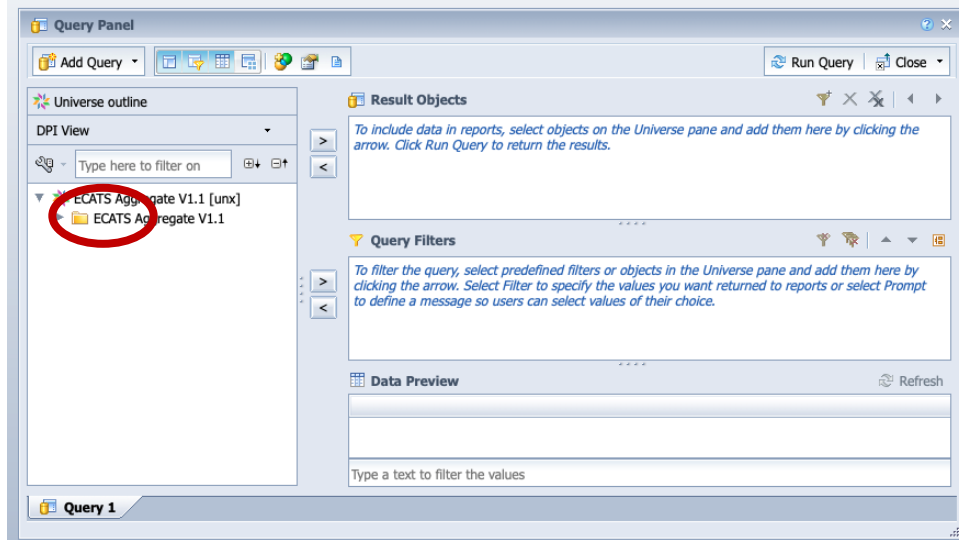


6. A window called the Query Panel will open in the center of the page. If you click on the arrow beside ECATS Aggregate, it will expand to allow access to elements you may use to build your report.

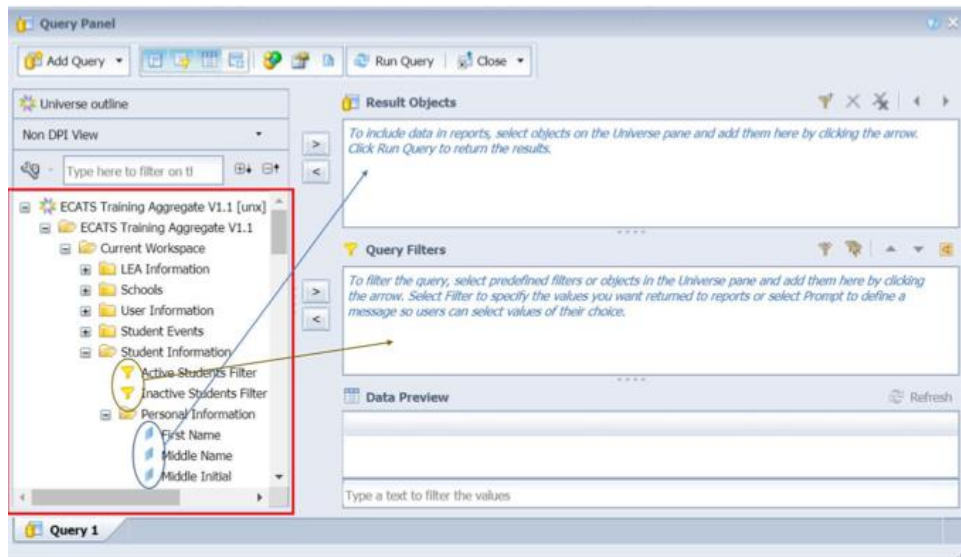


Tip Sheet: Exit Count

Building the Exit Count Report in Advanced Reporting



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 will 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.

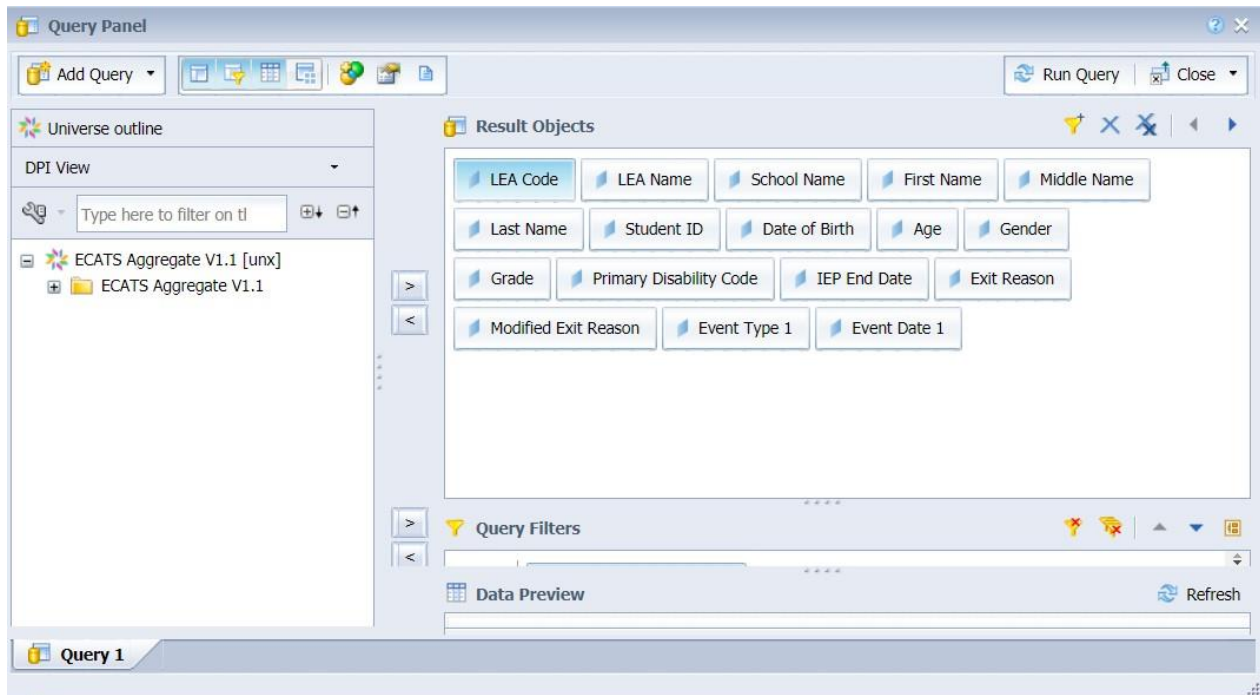


Tip Sheet: Exit Count

Building the Exit Count Report in Advanced Reporting

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:





Tip Sheet: Exit Count

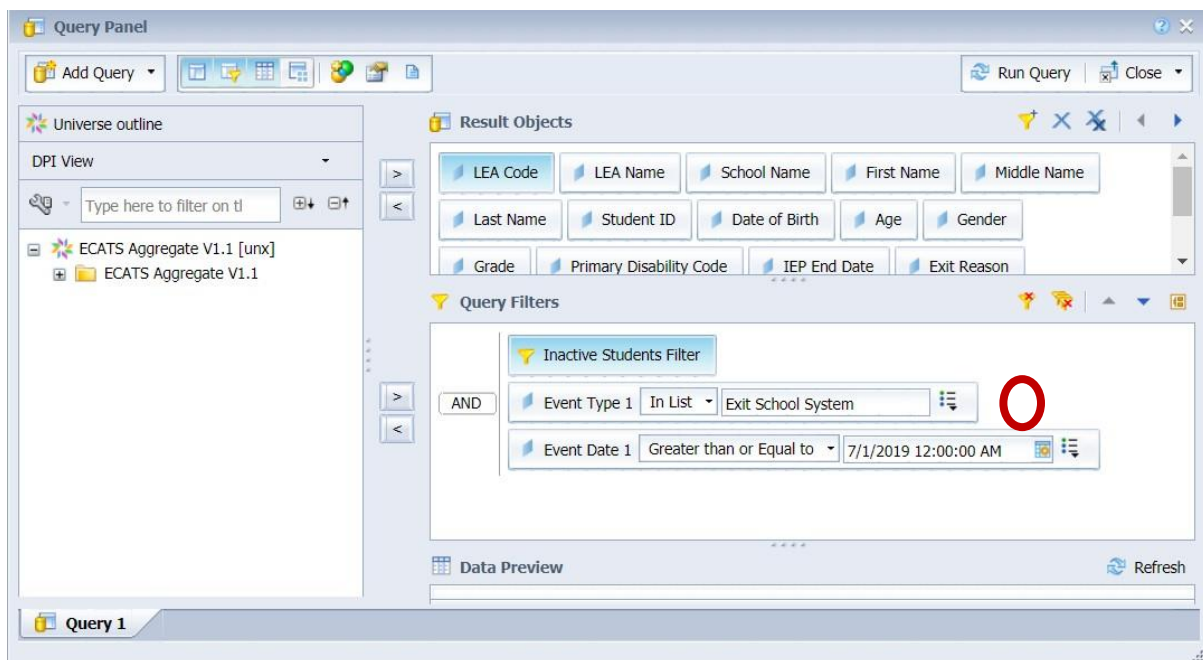
Building the Exit Count Report in Advanced Reporting

- 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.

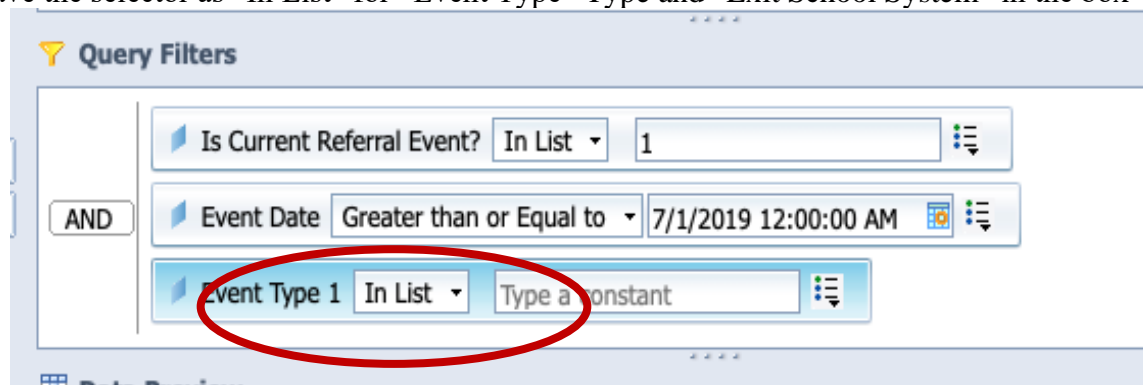
You will pull the following elements:

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





Tip Sheet: Exit Count

Building the Exit Count Report in Advanced Reporting

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.



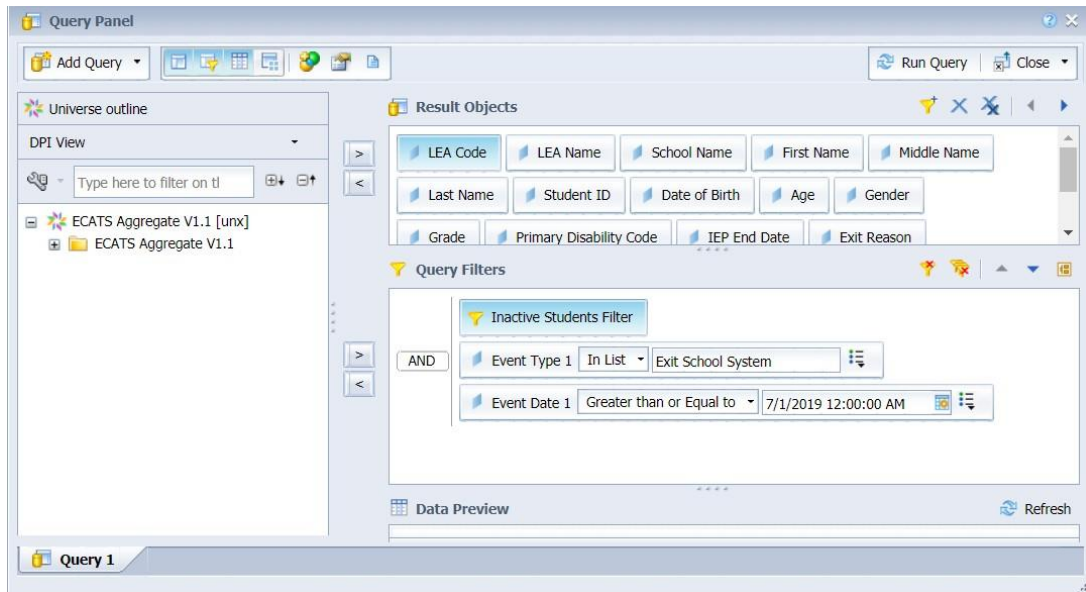
Tip Sheet: Exit Count

Building the Exit Count Report in Advanced Reporting

Click OK

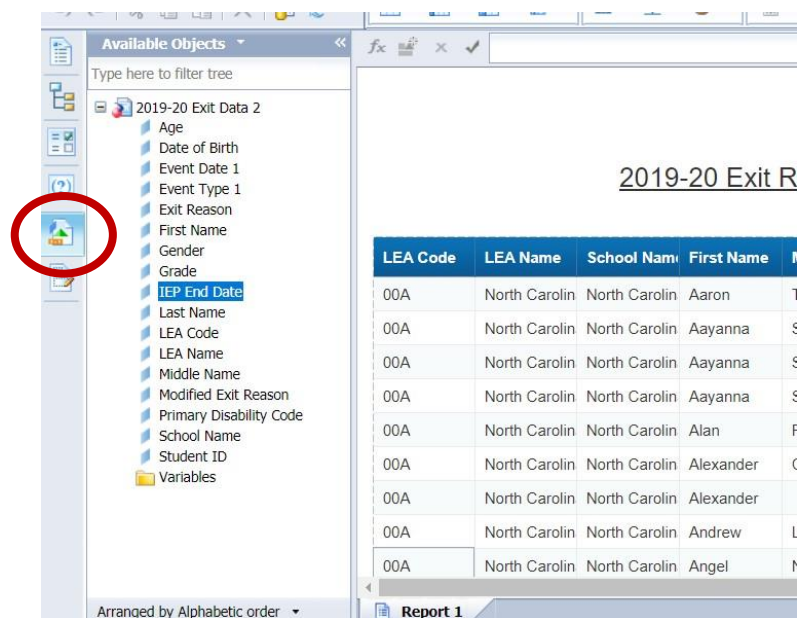
Use the selectors to set the event date at Greater than or Equal to 7/1/2019.

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.)

- 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.





Tip Sheet: Exit Count

Building the Exit Count Report in Advanced Reporting

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 Exit Reason	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 ▼



Tip Sheet: Exit Count

Building the Exit Count Report in Advanced Reporting

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

MAIN MENUSTUDENTS WIZARDS MY ACCOUNT REPORTING EWS ADMIN

SCHOOL SYSTEMREPORTING SYSTEM INFO SUMMARYADMINISTRATION

Reports

INACTIVE STUDENTSINACTIVE USERS

START ADVANCED REPORTING SYSTEM

NOTE: The Advanced Reporting System provides features such as Graphical Data Representation, Drill Down for specific data

Standard Reports

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

INACTIVE STUDENTSEXIT INFOPERSONAL INFORMATIONDOCUMENTSSTUDENT HISTORYPOST SCHOOL INFO

Exiting Student Information

Date Exited: 02/04/2020

Reason for Exiting: W1 Transfer Withdrawal

Modified Exit Reason:

Graduated with Regular High School Diploma

Dropped Out of School

Died

Received a Certificate

Reached Maximum Age

Moved, Known to be Continuing

RE-ACTIVATE THIS STUDENT IN THE DATABASE

Kelley Blas, DPI Administrator



Tip Sheet: Exit Count

Building the Exit Count Report in Advanced Reporting

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, then click “New”

th	Age	Grade Abbrev	Personal Information.Student Status
	10	5	Inactive
	8	3	Active

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

Select the report object assigned to the input control

- LEA Code
- LEA Name
- Non-Eligibility Event Date
- Parent Consent Event Date
- Parent Consent for Evaluation Event Date
- Part B Referral2.Delay Reason
- Part B Referral Hist.Date of Initial Referral
- Part B Referral Hist.Delay Reason
- Part B Referral Hist2.Date of Initial Referral
- Part B Referral Hist2.Delay Reason
- Personal Information.Student Status
- Personal Information Hist.Student Status
- Primary Disability Abbreviation
- Referral Event Timeline.Provisions of Service Parent Consent Event Date
- School Name**
- Student ID
- Days Between Referral To Eligibility Determination
- Days Between Referral To IEP Event Date
- Days Between Referral To Non-Eligibility Determination
- Days Between Referral To Parent Consent
- Variables

Filter objects to current selection

Arranged By: Alphabetic Order

< Previous Next > Cancel



Tip Sheet: Exit Count

Building the Exit Count Report in Advanced Reporting

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”.

Choose Control Type

Select a control and its associated properties

Simple Selection

- Entry field
- Combo box
- Radio buttons
- List box**
- Calendar
- Spinner
- Simple slider
- Tree list

Multiple Selections

- Check box
- List box
- Double slider
- Tree list

Input Control Properties

List box: Use list box to allow a user to select one value from a list of possible values. All alternatives are always displayed and the chosen value is selected.

Control type: List box

Name: School Name

Description:

List of values: From report

Use restricted List of Values: ☐ Yes

Allow selection of all values: ☒ Yes

Default value(s):

Filter operators: Equal to

Number of line(s): 5

< Previous **Next >** Cancel

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

Assign Report Elements

Select report elements to assign them to the input control

Report object: School Name Control: List box

Pattis Prong 2

- Report 1
- Page Header
- Page Body
- Block 1
- Page Footer

< Previous **Finish** Cancel



Tip Sheet: Exit Count

Building the Exit Count Report in Advanced Reporting

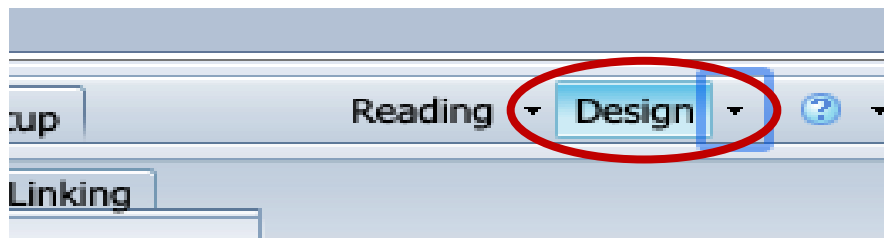
You will see a selector appear in the window on the left-hand side that will allow you to filter specific results. Remember to save.

The image shows two stacked windows. The top window is titled "Student ID" and has a text input field and an "OK" button. The bottom window is titled "School Name" and has a list box containing the following schools: A L Brown High, Alderman Road Elementary, Alexander Central High, Alexander Graham Middle, and Alexander Wilson Elementary. Both windows have a small upward arrow icon in the top right corner.

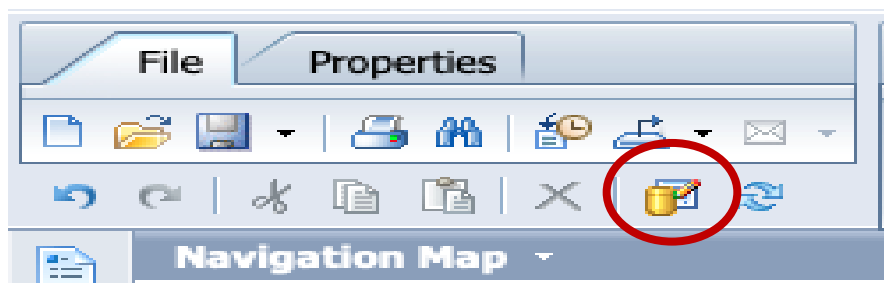
2. Editing the Query Filters

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.

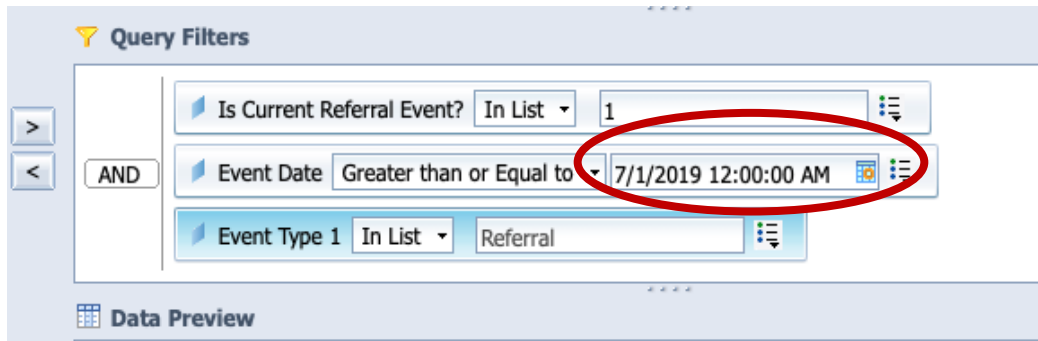




Tip Sheet: Exit Count

Building the Exit Count Report in Advanced Reporting

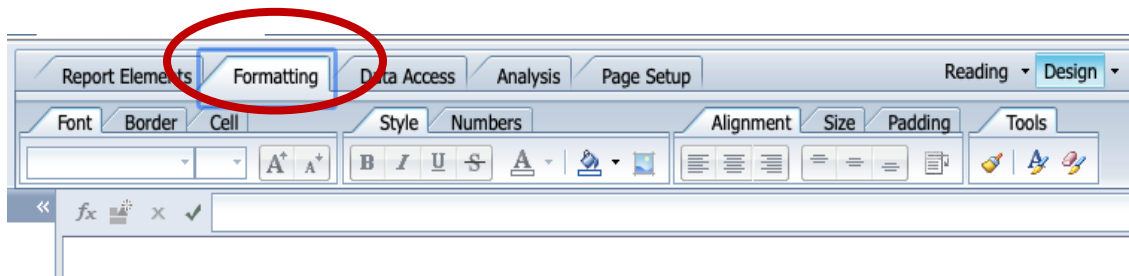
The existing query will display. You will can change parameters (dates, etc.). Make sure to save.



Click on the “Run Query” button in the Query Panel.

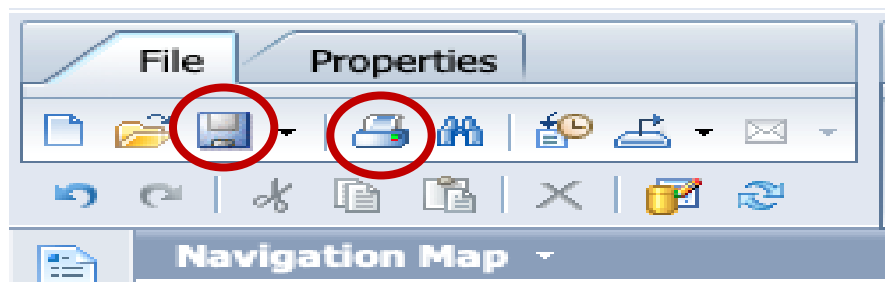
3. Formatting your report

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.





Tip Sheet: Exit Count

Building the Exit Count Report in Advanced Reporting

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.

