

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

MAIN MENU	STUDENTS $\sim$	WIZARDS ~	MY ACCOUNT ~		EWS ~	
				MY REPORTS		
Announcemen	ts			STANDARD REP	PORTS	
				ADVANCED REF	PORTING	
					_	

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

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Home Documents			🥜 Web Intelligence	
View - New - Organize - More	Actions - Details			

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".

Home Documents Web Intelligence		
		🕼 Track 🍷 🍹
	Create a document	<b>20</b> ×
	Select a data source	
	No data source Create an empty document	
C	Select a universe as a data source	
	ОК	Cancel

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

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elect a universe for the query.			
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Name 🛓	Revisi		
ECATS Aggregate V1.1.unx	50	@WTW2EDUMVWB006.pcgus.com_6400/	
Help on selected universe:			
Help on selected universe:			

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.



Building the Exit Count Report in Advanced Reporting

🔁 Query Panel						(	<mark>?</mark> X
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🔆 Universe outline		🗊 Result Objects	P	×	*	•	►
DPI View  Type here to filter on  Type Additional Control Cont	> <	To include data in reports, select objects on the Universe pane and add arrow. Click Run Query to return the results.	d them her	e by c	licking	the	
ECATS Agregate V1.1		Y Query Filters	4	- 7		Ŧ	12
	> <	To filter the query, select predefined filters or objects in the Universe p clicking the arrow. Select Filter to specify the values you want returned to define a message so users can select values of their choice.					:
		Data Preview			2	Refr	esh
		Type a text to filter the values					
🗊 Query 1							_

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

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Non DPI View  To include data in reports, select objects on the Universe pane and add them here by clicking the arrow.  Click Run Query to return the results.  To include data in reports, select objects on the Universe pane and add them here by clicking the arrow.  Click Run Query to return the results.  Click Run Query to r	🕜 Add Query 🔹 🔃 🐨 🖽 🤣	🚰 🐚 🥶 Run Query   🕵 Close 👻				
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Type a text to filter the values	Middle Initial	Type a text to filter the values				

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	Current Workspace > Student Information > Personal Information
Abbreviation	
Exit Reason	Current Workspace > Student Information > Personal Information
Modified Exit	Current Workspace > Student Information > Personal Information
Reason	
Primary	Current Workspace > Special Education > Eligibility>Disabilities
Disability Code	
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:

🔁 Query Panel				?	×
🞁 Add Query 🔹 🔲 📑 🖼 🤣	🚰 🗈	🍣 Run Query	st c	lose	•
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DPI View     -       Image: Second state of the second st	A V	LEA Code       LEA Name       School Name       First Name       Middle Name         Last Name       Student ID       Date of Birth       Age       Gender         Grade       Primary Disability Code       IEP End Date       Exit Reason         Modified Exit Reason       Event Type 1       Event Date 1	]	•	f:: \$
		Data Preview	2	Refre	sh
🔁 Query 1		1			



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.

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Add Query 🔹 🔲 🐺 🔛 🤣 🛛		Run Query 🛛 🖈 Close 🔹
2 Universe outline	🗊 Result Objects	<b>∀</b> ×¾ ↔
DPI View - ≪@ - Type here to filter on ti ⊕+ ⊖†	LEA Code LEA Name School Name First Name	Middle Name
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	Data Preview	🔊 Refresh
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Leave the selector as "In List" for "Event Type" Type and "Exit School System" in the box

🝸 Quer	y Filters
	Is Current Referral Event? In List ▼ 1
AND	Fixed
	✓ Zvent Type 1 In List ▼ Type a ronstant 🖳
III Data	Draviour



Building the Exit Count Report in Advanced Reporting

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	✓ Is Current Referral Event? In List ▼ 1
AND	Fixed Freater than or Equal to
	Event Type 1 In List - Type a constant
III Data	Provinu

## Choose Value(s) from List

<b>7</b> Query	/ Filters		*	74
	Is Current Referral Event? In List ▼ 1	Ę		
AND	AND Event Date Greater than or Equal to - 7/1/2019 12:00:00 AM 📧 🗮			
	Event Type 1 In List      One or more values	I.		
🔠 Data I	Preview	Value(s) from list	>	
		Prompt Object from this query		
		Result from another query		_

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.

Winverse outline List Of Values     DPI View   Refresh Values Exit School System Evit School System ddle Name ddle Name ddle Name ddle Name ddle Name de	Uuery Panel	😴 🗐 🖼 🤣 🚰 🖻	থ > Strain Query   🛒 Close ▼
Image: Second of the secon	🔆 Universe outline	List Of Values	②× 🕈 × 🔆 । ∢ →
Refresh	<ul> <li>Type here to filter</li> <li>Recards Aggregate V</li> </ul>	Event Type 1 Enter Child Study EP Evaluation Exit Child Study Exit RTI Exit School System Gifted Ripbility Determination Gifted Ripbility Determination Gifted Roport Card Grade Change May 27, 2020 7:44:41 AM GMT-04:00	
			Refresh



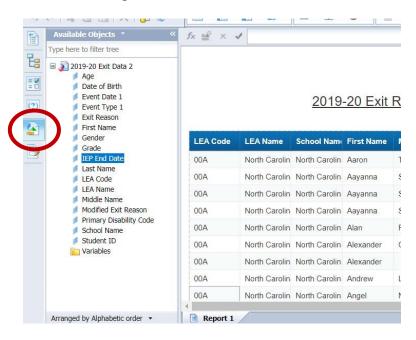
Click OK

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.

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🞁 Add Query 🔹 🔚 📑 🖼 🦻	<b>7</b> D	😵 Run Query 🛛 📩 Close 🔹
Image: Second	Result Objects     IEA Code  LEA Name  School Name  First Name	✓ X X     ✓       ✓ Middle Name       ender
Cuery 1	Event Date 1 Greater than or Equal to  7/1/2019 12:00:00 Data Preview	0 AM 👿 IĘ

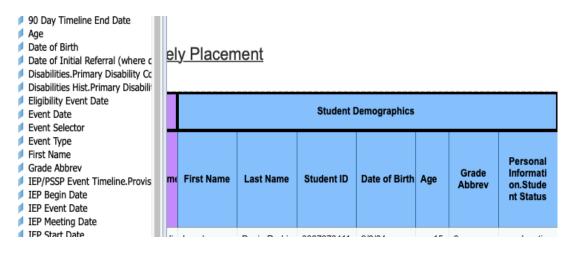
(Note: you will need to edit the event date at the beginning of each reporting year.)

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.





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

MAIN MENU	STUDENTS ~ WIZARDS ~	MY ACCOUNT ~	REPORTING $\sim$ EWS $\sim$	ADMIN ~
SCHOOL SYSTEM	REPORTING V SYSTEM II	NFO SUMMARY	ADMINISTRATION ~	
Reports			INACTIVE STUDENTS	
Reports			INACTIVE USERS	
			START ADVANCED REPO	DRTING SYSTEM
	NOTE: The Advanced Report	ing System provides f	eatures such as Graphical Da	ata 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 STUDENTS	<b>EXIT INFO</b>	PERSONAL INFORMATION	DOCUMENTS	STUDENT HISTORY	POST SCHOOL INFO	S
E ditione Otrodone						G

## **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	



Extras

1. If you would like to <u>add input controls</u> 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"

Input Controls → 《 Input Controls → 《	3	fx 📑	× 🖌	
LEA Code * All values *				
Student ID *	cs			
ОК	th	Age	Grade Abbrev	Personal Informati on.Stude nt Status
		10	5	Inactive
		8	3	Active

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

	-		
à l	Input Controls -		
-	📲 New Map Reset 🕇 🖊		
8			
8	LEA Code	*	
	All values	Select Report Object	🕜 🗙
2	LEA Name	Select the report object assigned to the input control	
		LEA Code	
•	All values	LEA Name	
5		Non-Eligibility Event Date	
2	Student ID	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	
		<ul> <li>Part B Referral Hist2.Date of Initial Referral</li> <li>Part B Referral Hist2.Delay Reason</li> </ul>	
		Personal Information.Student Status	
		Personal Information.Jacuary Satus	
		Primary Disability Abbreviation	
		Philade Vision Notice Date	
		Referral Event Tin cline. Provisions of Service Parent Consent Event Date	
		School Name	
		Stylent ID	
		Days Between Referral To Eligibility Determination	
		uuu Days Between Referral To IEP Event Date	
		Days Between Referral To Non-Eligibility Determination	
		uuu Days Between Referral To Parent Consent	
		Variables	
		Filter objects to current selection	
		Arranged By Alphabetic Order	
		< Previous Next >	Cancel



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		2 ×
Select a control and its asso	ciated properties	
Simple Selection		v a user to select one value from a list of possible ways displayed and the chosen value is selected. List box School Name
Multiple Selections          B       Check box         E       List box         S       Double slider         E       Tree list	List of values Use restricted List of Values Allow selection of all values Default value(s) Filter operators Number of line(s)	From report   Yes  Yes  Equal to  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	3 ×
Report object 🖉 School Name Control 🗐 List box	
<ul> <li>▼ Pattis Prong 2</li> <li>▼ Report 1</li> <li>IZ Page Header</li> <li>▼ D Page Body</li> <li>○ Page Body</li> <li>○ Block 1</li> <li>○ Page Footer</li> </ul>	
$\sim$	
< Previous Finish	Cancel



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.

Student ID	*
	ОК
School Name	*
A L Brown High Alderman Road Elementary Alexander Central High Alexander Graham Middle Alexander Wilson Elementary	

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"

up	Reading 👻	Design	- 2 -
Linking			

Choose the "Edit Query" in the left toolbar.

	File		Prope	erties				
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	Na	viga	tion	Мар	-			



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

× <	Y Query	y Filters  Is Current Referral Event? In List ▼ 1  Event Date Greater than or Equal to ▼ 7/1/2019 12:00:00 AM  Event Type 1 In List ▼ Referral
	🗰 Data	Preview

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.

	Report Elements Formatting	Dita Access Analysis Pag	ge Setup	Reading - Design -
	Font Border Cell	Style Numbers B I U S A · S		Padding Tools
*	fx ≝ <sup>#</sup> × ✓			

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.

File Prop	erties	
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<b>9</b> @   % 🖻	🖺   X   🗗 🍣	
Navigation	Map +	



## 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.

