

Creating a Spreadsheet of Principals and Schools from the "Read Only" version of EDDIE

Go to <http://apps.schools.nc.gov/eddie>

On the Welcome - Main Menu page, under the Reports Menu on the left side of the screen, click on Create Custom Report – School. (Note: You do not need to log in to create a report or access information in EDDIE.)

When the report comes up, make certain the filter is set to Currently Open Schools. Click on the Actions button, then click on download, and then click on the CSV icon. This will take a minute or two to download and will open a spreadsheet. In the spreadsheet, choose File, Save As, and change the type from CSV to Excel or any other format of your choice. Save your results on your computer with any name you like.

Look at the rows and delete any schools you don't need. For example you may not need to include charter schools. Or you may not need to include state agency schools; Deaf and Blind Schools (LEA 298), Dept. of Juvenile Justice (LEA 998), Dept. of Health & Human Services (LEA 997), and Division of Prisons (LEA 996). Or federal schools; Fort Bragg/Camp Lejeune (LEA 269) and Cherokee Central (LEA 209).

You can also use the spreadsheet to find schools with certain criteria, such as grade levels. If, for example, you need only schools that include a 12th grade, you can sort the spreadsheet and delete the schools you don't need.

Delete any columns you don't need.

Save your spreadsheet.

If you have any questions regarding EDDIE, please read our EDDIE information page at <http://www.ncpublicschools.org/fbs/accounting/eddie/>. If you have other EDDIE questions, send an email to eddie@dpi.nc.gov.