

How to Unapprove a State Collection

This document's purpose is to assist the user at the LEA and School level with understanding how to unapprove a state collection.

Important: If the End Submission Date of a state collection is prior to the current date, you cannot unapprove that collection. A Remedy ticket will need to be opened requesting that the state collection be unapproved for the desired school, including in the Remedy ticket each school's **six-digit number**.

Note: For more information on how to log a Remedy ticket see: <http://www.nc-sis.org/support.html>

Navigation: Start screen > State Reports - The State Reporting Dashboard page appears >

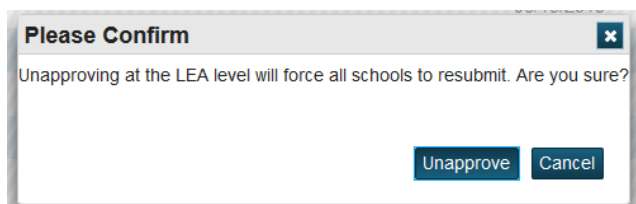
LEA LEVEL – Making all schools State Collection Available

- At the LEA, on the State Reporting Dashboard, Click **Unapprove** by the collection that needs to be moved to the Current School Level Collections.

Current LEA-Level Collections						
Details	Report	Submission Starts	Submission Ends	Errors / Warnings	Workflow Options	
	PowerSchool CRDC Preview Report - Part 2	09/20/2017	02/01/2018	0 / 0	Run	Review
	PowerSchool CRDC Preview Report - Part 1	09/20/2017	02/01/2018	0 / 0	Run	Review
Current School-Level Collections						
Details	Report	Submission Starts	Submission Ends	Schools/Collected/Approved	Workflow Options	
	Fall AIG Headcount	11/15/2017	11/30/2017	10 / 0 / 0	Run	Review Approve
	Principal's Monthly Report (PMR 3)	11/29/2017	12/08/2017	10 / 2 / 0	Run	Review Approve
	Principal's Monthly Report (PMR 4)	01/10/2018	01/23/2018	10 / 2 / 0	Run	Review Approve
	Principal's Monthly Report (PMR 5)	02/09/2018	02/21/2018	10 / 0 / 0	Run	Review Approve
	Principal's Monthly Report (PMR 6)	03/12/2018	03/21/2018	10 / 0 / 0	Run	Review Approve
	Principal's Monthly Report (PMR 7)	04/17/2018	04/26/2018	10 / 0 / 0	Run	Review Approve
	Spring AIG Headcount	04/15/2018	04/30/2018	17 / 2 / 0	Run	Review Approve
	Principal's Monthly Report (PMR 8)	05/15/2018	05/24/2018	10 / 0 / 0	Run	Review Approve
	Principal's Monthly Report (PMR 9)	06/09/2018	06/17/2018	10 / 0 / 0	Run	Review Approve
	Alternative Learning Program Report	06/01/2018	06/30/2018	2 / 0 / 0	Run	Review Approve
	Preliminary Graduation Data Verification	04/17/2018	06/30/2018	2 / 0 / 0	Run	Review Approve
	Discipline Report	06/01/2018	06/30/2018	10 / 2 / 0	Run	Review Approve
Archived School-Level Collections						
Details	Report	Submission Starts	Submission Ends	Schools/Collected/Approved	Workflow Options	
	Final Graduation Data Verification	08/02/2017	08/12/2017	3 / 3 / 3	Review	Unapprove
	Common Follow Up Data Collection	09/01/2017	09/30/2017	2 / 2 / 2	Review	Unapprove
	Principal's Monthly Report (PMR 1)	09/27/2017	10/06/2017	10 / 10 / 10	Review	Unapprove
	Retention/Promotion Data Collection	09/23/2017	10/27/2017	10 / 10 / 10	Review	Unapprove
	Dropout Data Collection	10/01/2017	11/04/2017	10 / 10 / 9	Review	Unapprove
	Principal's Monthly Report (PMR 2)	10/26/2017	11/06/2017	10 / 10 / 10	Review	Unapprove
	SAR Data Collection	09/02/2017	11/15/2017	10 / 10 / 10	Review	Unapprove

- The user will need to confirm that they want all schools unapproved. (You must unapprove all or none.)

How to Unapprove a State Collection

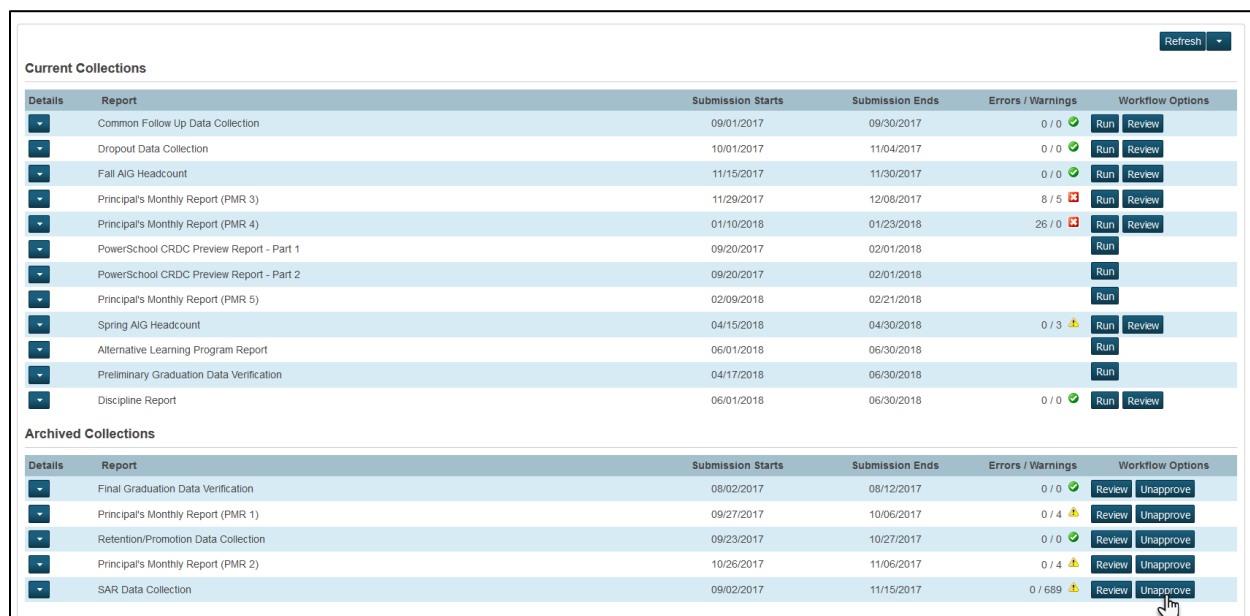


Important: If the End Submission Date of a state collection is prior to the current date, you cannot unapprove that collection. A Remedy ticket will need to be opened requesting that the state collection be unapproved for the desired school, including in the Remedy ticket each school's **six-digit number**.

School LEVEL – Making a State Collection Available

Navigation: Start screen > **State Reports** - The State Reporting Dashboard page appears > click **Run** by **Common Follow-Up Collection**

1. At the school level, on the State Reporting Dashboard, Click **Unapprove** by the collection that needs to be moved to the Current School Level Collections. The system will load and the collection will move to the Current Collections area.

A screenshot of the State Reporting Dashboard. It features a "Refresh" button in the top right. The dashboard is divided into two main sections: "Current Collections" and "Archived Collections". Each section contains a table with columns for "Details", "Report", "Submission Starts", "Submission Ends", "Errors / Warnings", and "Workflow Options".

Current Collections					
Details	Report	Submission Starts	Submission Ends	Errors / Warnings	Workflow Options
+	Common Follow Up Data Collection	09/01/2017	09/30/2017	0 / 0	Run Review
+	Dropout Data Collection	10/01/2017	11/04/2017	0 / 0	Run Review
+	Fall AIG Headcount	11/15/2017	11/30/2017	0 / 0	Run Review
+	Principal's Monthly Report (PMR 3)	11/29/2017	12/08/2017	8 / 5	Run Review
+	Principal's Monthly Report (PMR 4)	01/10/2018	01/23/2018	26 / 0	Run Review
+	PowerSchool CRDC Preview Report - Part 1	09/20/2017	02/01/2018		Run
+	PowerSchool CRDC Preview Report - Part 2	09/20/2017	02/01/2018		Run
+	Principal's Monthly Report (PMR 5)	02/09/2018	02/21/2018		Run
+	Spring AIG Headcount	04/15/2018	04/30/2018	0 / 3	Run Review
+	Alternative Learning Program Report	06/01/2018	06/30/2018		Run
+	Preliminary Graduation Data Verification	04/17/2018	06/30/2018		Run
+	Discipline Report	06/01/2018	06/30/2018	0 / 0	Run Review

Archived Collections					
Details	Report	Submission Starts	Submission Ends	Errors / Warnings	Workflow Options
+	Final Graduation Data Verification	08/02/2017	08/12/2017	0 / 0	Review Unapprove
+	Principal's Monthly Report (PMR 1)	09/27/2017	10/06/2017	0 / 4	Review Unapprove
+	Retention/Promotion Data Collection	09/23/2017	10/27/2017	0 / 0	Review Unapprove
+	Principal's Monthly Report (PMR 2)	10/26/2017	11/06/2017	0 / 4	Review Unapprove
+	SAR Data Collection	09/02/2017	11/15/2017	0 / 689	Review Unapprove

Important: If the End Submission Date of a state collection is prior to the current date, you cannot unapprove that collection. A Remedy ticket will need to be opened requesting that the state collection be unapproved for the desired school, including in the Remedy ticket each school's **six-digit number**.